

SCOTT COUNTY VIRGINIA SCHOOLS

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

Board Meeting Agenda (Regular Meeting)

Date: November 9, 2017 (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/Approval of Agenda
4. Approval of Minutes – October 3, 2017 Regular Meeting
October 16, 2017 Special Meeting
October 25, 2017 Special Meeting
5. Approval of Claims
6. Presentations
 - A. Lisa Beilharz – Update on the Boys & Girls Club
7. Public Comment
8. Superintendent's Report
 - A. Approval of Head Start FY2017 Community Assessment Update
 - B. Approval of Head Start Financial Report for September, 2017
 - C. Approval of Early Head Start Financial Breakdown for September, 2017
 - D. Approval of Chromebook Policy/Handbook
 - E. Superintendent's Annual Report
9. Closed Meeting: Motion to Enter (Specify Items) & Motion to Return to Regular Meeting/Closed Meeting Certification
10. Items by Assistant Superintendent: Jason Smith
 - A. Approval of Overnight Field Trip Requests
 - B. Personnel
11. Board Member Comments
12. Adjournment

Next Regular Meeting: Tuesday, December 5, 2017 – 6:30 p.m. – Scott County School Board Office

DRAFT**SCOTT COUNTY SCHOOL BOARD****MINUTES OF REGULAR MEETING TUESDAY, OCTOBER 3, 2017**

The Scott County School Board met for a regular meeting on Tuesday, October 3, 2017, at the Scott County School Board Office, with the following members present:

William "Bill" R. Quillen, Jr., Chairman
 David M. Templeton, Vice Chairman
 Linda D. Gillenwater
 Larry L. Horton
 Gail L. McConnell
 L. Stephen "Steve" Sallee, 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; Amanda Clark, Heritage TV; Nancy Godsey, Citizen and Robert Sallee, Maintenance Supervisor

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. Sallee led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: Chairman Quillen stated that an item needed to be added after Public Comment and this will be for an awards presentation.

On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the agenda with the addition of the awards presentation.

APPROVAL OF SEPTEMBER 7, 2017 REGULAR SCHOOL BOARD MEETING MINUTES: On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the minutes of the September 7, 2017 Regular Board Meeting.

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

School Operating Fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #0000000-0000000 & electronic payroll direct deposit in the amount of \$0,000,000.00 & electronic payroll tax deposits in the amount of \$000,000.00. Cafeteria Fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #0000000-0000000 & electronic payroll direct deposit in the amount of \$00,000.00 & electronic payroll tax deposit in the amount of \$00,000.00. Head Start invoices & payroll totaling \$00,000.00as shown by warrants #00000-00000..

PUBLIC COMMENT: Ms. Kathy Musick, Virginia Professional Educators, addressed the board concerning Grants & Scholarships of \$500 that the VPE distributes to teachers twice a year (Fall & Spring) and stated that the fall deadline is November 15, 2017. Ms. Musick also thanked the board for all they do for the students and teachers of Scott County.

PRESENTATION: Chairman Quillen presented Board Member, David Templeton, with the VSBA Award of Recognition and also presented Superintendent Ferguson with the VSBA Silver Pin Award of Excellence.

APPROVAL OF PARENT ADVISORY COUNCIL FOR FEDERAL PROGRAMS: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye the Board approved the Parent Advisory Council for Federal Programs for the 2017-2018 school year.

Central Office Representative
 Duffield Primary School
 Dungannon Intermediate School

Tammy Quillen
 Paula Proctor
 Angel Hughes

Fort Blackmore Primary School
 Hilton Elementary School
 Nickelsville Elementary School
 Rye Cove Intermediate School
 Shoemaker Elementary School
 Weber City Elementary School
 Yuma Elementary School

Lacy Mann
 Kelsey Taylor
 Jennifer Wallace
 Tammy Meade
 Reba Kindle
 Molly Clark
 Joy Hurd

APPROVAL OF ENTERTAINMENT DESIGN & TECHNOLOGY CLASS: Superintendent presented the course description of the Entertainment Design & Technology Class which will begin Spring Semester, 2018. Students will learn and apply skills in various areas related to the creative process of live production. They will have the opportunity to explore scenic design and construction, lighting design and technology and live sound reinforcement. Students will learn techniques used by industry professionals through hands-on experiences and investigate job opportunities and careers in the dynamic and growing industry of live entertainment.

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Entertainment Design & Technology Class to begin Spring Semester 2018.

APPROVAL OF HEAD START POLICY & PROCEDURES MANUAL – DATA MANAGEMENT PROCEDURES: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Revised Data Management Procedures.

APPROVAL OF HEAD START FINANCIAL REPORT FOR AUGUST, 2017: On a motion by Mr. Horton, seconded by Mr. Saltee, all members voting aye, the Board approved the Head Start Financial Report for August, 2017 as presented:

Expenses	\$100,445.29
Non Federal Inkind	31,501.02

APPROVAL OF EARLY HEAD START FINANCIAL REPORT FOR AUGUST, 2017: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Early Head Start Financial Breakdown for August, 2017 as follows:

Expenses	\$41,107.07
Non Federal Inkind	\$ 1,038.24

APPROVAL OF AMENDED FACILITIES AGREEMENT - KEITH MEMORIAL PARK/TWIN SPRINGS HIGH SCHOOL BASEBALL: On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Amended Facilities Agreement between Keith Memorial Park and Twin Springs High School Baseball (Appendix C).

STATE FUNDING FOR ALTERNATIVE BREAKFAST SERVICE MODELS 2017-2018: Superintendent Ferguson stated that the following schools were approved to receive a five cent per meal state funding reimbursement to increase student breakfast participation through either an alternative service model in certain elementary schools or a traditional model in other schools:

Duffield Primary	Dungannon Intermediate
Fort Blackmore Primary	Hilton Elementary
Nickelsville Elementary	Rye Cove Intermediate
Shoemaker Elementary	Weber City Elementary
Yuma Elementary	

2017 READING SCORE COMPARISON: Superintendent Ferguson presented information on the 2017 Reading Score Comparison for Grades 3-8 (Appendix D).

2017-2018 REPORT ON STUDENT ENROLLMENT & PUPIL TEACHER RATIO: Superintendent Ferguson presented the following report on the student-classroom teacher ratio and inclusion special education teacher-student ratio and explained that this is based on our ten day enrollment.

2017-2018 Classroom Student-Teacher Ratio
Elementary/Intermediate
Based on 10 Day Enrollment

School	DPS	DIS	FBP	HES	NES	RCI	SES	WCES	YES	Division
Number of students	279	66	74	125	226	164	525	308	175	1,942
Number of teachers	15	4	5	8	15	8	27	16	10	108
Teacher: Student Ratio (School)	18.6 To 1	16.5 To 1	14.8 To 1	16.8 To 1	15.1 To 1	20.5 To 1	19.4 To 1	19.3 To 1	17.5 To 1	18 To 1
K-3 students	228	N/A	74	76	114	N/A	310	186	95	1,083
K-3 teachers	12	N/A	5	4	8	N/A	15	10	6	60
K-3 Teacher: Student Ratio	19 To 1	N/A	14.8 To 1	19 To 1	14.3 To 1	N/A	20.7 To 1	18.6 To 1	15.8 To 1	18 To 1

2017-2018 Classroom Student-Teacher Ratio
Middle/High
Based on 10 Day Enrollment

School
Number of students
Number of teachers
Teacher: Student Ratio (School)

GCMS	GCHS	RGHS	TSHS	Division
489	493	257	236	1,475
26	26	18	18	88
18.8 To 1	18.9 To 1	14.3 To 1	13.1 To 1	16.8 To 1

2017-2018 Classroom Special Education Student-Inclusion Teacher Ratio
Based on 10 Day Enrollment

School
Number of students
Number of teachers
Teacher: Student Ratio (School)

DIS	DPS	FBP	HES	NES	RCI	SES	WCES	YES	Division
9	21	8	9	20	20	82	24	8	201
1	2	1	1	2	1.5	6	2	1	17.5
9 To 1	10.5 To 1	8 To 1	9 To 1	10 To 1	13.3 To 1	13.7 To 1	12 To 1	8 To 1	11.5 To 1

School	GCMS	GCHS	RCHS	TSHS	Division
Number of students	72	58	44	43	217
Number of teachers	5	4	3	3	15
Teacher: Student Ratio (School)	14.4 To 1	14.5 To 1	14.7 To 1	14.3 To 1	14.5 To 1

CLOSED MEETING: Mr. Templeton made a motion to enter into closed meeting at 6:52 p.m. to discuss head start personnel, teachers, coaches, custodians and cafeteria staff, as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended, motion was seconded by Mr. McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:00 p.m. and on a motion by Mr. Templeton, seconded by Mr. Horton, the Board returned to regular session and Mr. Templeton 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: Linda Gillenwater, Larry Horton, Gail McConnell, Bill Quillen, Steve Sallee, David Templeton

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

APPROVAL OF OVERNIGHT FIELD TRIPS: On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the overnight field trip request from Scott County Career & Technical Center FFA to North American International Livestock Exposition in Louisville, KY, November 10-12, 2017 (20 students and two chaperones).

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the overnight field trip request of Hilton Elementary 6th Grade to Washington, DC, May 17-19, 2018 (20 students, 16 sponsors, 4 chaperones).

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the overnight field trip request of Gate City High School, Interact Club to District 7570 Rotary Youth Leadership Awards in Blacksburg, Virginia, December 1-3, 2017 (2 students, 1 sponsor).

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the overnight field trip request of Gate City Middle/High School Band (8-12th) Concert and Symphonic Band, to Atlanta, Georgia, June 19-21, 2018 (app. 75 students, 1 sponsor, 15 chaperones).

SPECIAL RECOGNITION: Superintendent Ferguson recognized teachers Ms. Donna Rowlett and Ms. Dawn Williams for receiving the *2017 Recognition of Science in Education Award* from the Virginia Association of Science Teachers.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Fred Selfe, non-stipend boys assistant basketball coach, GCHS, effective October 2, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Mr. Jamie Hackney, non-stipend boys assistant basketball coach, GCHS, effective October 3, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Debbie Copper, non-stipend swim coach, GCHS, effective October 3, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Ms. Jessica Finch, non-stipend girls assistant basketball coach, TSHS, effective October 3, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Ms. Brittany Bishop, non-stipend assistant softball coach, GCHS, effective October 3, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Holly Sykes, Early Head Start Teacher, effective September 28, 2017.

TERMINATION: On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the termination of Ms. Cynthia Lundy, Early Head Start Teacher, effective October 3, 2017.

APPROVAL OF UPDATED JOB DESCRIPTIONS: On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the following updated job descriptions:

School Counselor	School Nutrition Worker
School Nutrition Manager	Administrative Assistant – School
Administrative Assistant – Counseling	Administrative Assistant – School Bookkeeper

BOARD MEMBER COMMENTS: Mr. Templeton & Ms. Gillenwater congratulated Ms. Donna Rowlett and Ms. Dawn Williams on the *Science in Education Award*.

Mr. Horton congratulated Board Member David Templeton and Superintendent Ferguson on their award from the VSBA.

ADJOURNMENT: The Board adjourned at 8:15 p.m.

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

K.C. Linkous, Clerk

DRAFT

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF SPECIAL MEETING, MONDAY, OCTOBER 16, 2017**

The Scott County School Board met for a special meeting on Monday, October 16, 2017 at the School Board Office Conference Room in Gate City, Virginia with the following members present:

William "Bill" R. Quillen, Jr. Chairman
David M. Templeton, Vice Chairman
Linda D. Gillenwater
Larry L. Horton
Gail L. McConnell
L. Stephen "Steve" Sallee, Jr

Absent: None

OTHERS PRESENT: John I. Ferguson, Division Superintendent; K.C. Linkous, Clerk of the Board/Human Resource Manager; Beverly Stidham, Deputy Clerk of the Board/Purchasing Agent; Lisa Bevins, Teacher/SCEA Representative.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLIGIANCE: Chairman Quillen called the meeting to order at 5:30 p.m. The audience observed a moment of silence and Mr. Templeton led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: Chairman Quillen stated number five on the agenda should be removed as the insurance committee has not made their decision, also the Grievance Hearing has been cancelled.

On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the agenda with the above revisions.

APPROVAL OF BUDGET APPROPRIATION AMENDMENT: Superintendent Ferguson presented revisions to the 2017-2018 School Operating Budget to include the following:

Under School Federal Revenues; Title IV, Part A, Student Support & Academic Achievement \$23,848; 21st Century, Title IV, Part D \$477,987.

Under VPSA; School Security Equipment Grant \$23,755.

These additional revenues are included in the revenue section of the attached budget and are expended off in the expenditures section. The amended budget total for 2017-2018 school year is now \$36,075,696.

On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the Budget Appropriations for 2017-2018.

BOARD MEMBER COMMENTS: None

ADJOURNMENT: There being no further business to discuss, the Board adjourned at 5:45 p.m.

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

K.C. Linkous, Clerk

DRAFT

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF SPECIAL MEETING, MONDAY, OCTOBER 25, 2017**

The Scott County School Board met for a special meeting on Wednesday, October 25, 2017 at the School Board Office Conference Room in Gate City, Virginia with the following members present:

William "Bill" R. Quillen, Jr. Chairman
Linda D. Gillenwater
Larry L. Horton
Gail L. McConnell

Absent: David M. Templeton
L. Stephen "Steve" Sallee, Jr.

OTHERS PRESENT: John I. Ferguson, Division Superintendent; K.C. Linkous, Clerk of the Board/Human Resource Manager;

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLIGIANCE: Chairman Quillen called the meeting to order at 5:00 p.m. The audience observed a moment of silence and Mr. Horton led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the agenda.

APPROVAL OF HEALTH INSURANCE CONSULTANT: The Health Insurance Committee recommended Independent Benefit Consultants, Mr. Alan Bayse, to remain our health insurance consultant for a fee of \$36,500 a year for a two year term.

On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved Independent Benefit Consultants, Mr. Alan Bayse, to remain our health consultant for the next two years with a fee of \$36,500/year.

BOARD MEMBER COMMENTS: None

ADJOURNMENT: There being no further business to discuss, the Board adjourned at 5:06 p.m.

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

K.C. Linkous, Clerk

Boys & Girls Club of Greater Kingsport Scott County Club



The Five Key Elements of Positive Youth Development are the foundation of Club Culture

- ❖ A safe and positive environment
- ❖ High expectations
- ❖ Supportive relationships
- ❖ Recognition
- ❖ Fun filled

Boys & Girls Clubs provide targeted programs that are relevant to young people's lives today

- ❖ STEM, Creativity, Literacy
- ❖ College and Workforce Development
- ❖ 21st Century Leadership and Character
- ❖ Fitness, Health, Wellness

2015 BGCA Alumni Research Study Key Findings

- ❖ More than half of alumni say that participating in the Club really saved their life.
- ❖ Staff members play a critical role in the development of Club kids that continues to influence them throughout their lives.
- ❖ BGCA have a long-lasting impact on the well-being of alumni, their families, and their communities.
- ❖ BGCA had a strong impact on alumni's commitment to their education.
- ❖ The Club gave alumni a strong sense of civic engagement and responsibility.

Site Budget (Three year projected \$192,643)

2017: \$60,085
2018: \$69,189
2019: \$71,265

Some of our Key information:

Scott County Club began on June 5, 2017

- Currently has 178 members
- Average Daily Attendance: 70
- Provided over 3,200 meals and more than 500 snacks.
- 10 members (along with 40 from other Clubs) attended a leadership conference held at Cove Ridge
- 60 members (200 total) attended a K-Mets Game this summer.



For more information, please contact
Lisa Beilharz, President/CEO
423-230-4160
www.kbgc.org

How You Can Help

There are many ways you can support Boys & Girls Club of Greater Kingsport and help create Great Futures for community youth:

- Contribute funds
- Volunteer your time and talent
- Serve as a Board leader or committee member
- Enroll a new member
- Make a planned gift



Our Locations

Boys & Girls Club of Greater Kingsport operates five Clubs, including the Scott County Club.

Scott County Club

322 Jennings Street, Weber City, VA 24290
423.732.1084

Eastman Center Club and Administrative HQ

1 Positive Place, Kingsport, TN 37660
423.230.4160

Cloud Club

1072 Reedy Place, Kingsport, TN 37660
423.392.2552

Riverview Club

301 Louis Street, Kingsport, TN 37660
423.392.2517

Hawkins County Club

1604 E. Main Street, Rogersville, TN 37857
423.272.5656



Contact Us

Mail: P.O. Box 784, Kingsport, TN 37662

Phone: 423.230.4165

Email: admin@kbgc.org

Web: www.kbgc.org

Follow us on Facebook: @BGCGK

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
OF GREATER KINGSPORT**

Scott County Club



Mission-Driven Service

Great Futures start at Boys & Girls Club of Greater Kingsport! Our mission is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Club delivers fun and evidence-based programs proven to help youth succeed.

A Different Kind of Club

Boys & Girls Club offers what parents want: a safe, affordable place to send their kids after school — and much more. When you enroll your child as a Club member, you can be sure they are under the guidance of caring, professional staff members. Club youth development experts empower kids and teens to become good citizens, excel in school and lead healthy, productive lives on their paths to great futures.

Making a Real Difference

Using a proven *Formula for Impact*, Boys & Girls Club focuses on five core program areas for positive youth development with unwavering commitment to world-class service to create positive, priority outcomes for members:

- Character and Leadership Development
- Education and Career Development
- Health and Life Skills
- The Arts
- Sports, Fitness and Recreation



Did You Know?

Through STEM focused educational grants such as LEAP through the State of Tennessee Department of Education, the Club provides members with a first-class education experience to supplement schoolwork.



Strengthening Character

Strong character and good citizenship create great futures. The Club empowers members to become productive citizens and positive influences in the Club and in the community by:

- Engaging members in community-based service
- Teaching rights and responsibilities of citizenship
- Introducing concepts of good character
- Recognizing good behavior

"One visit to Boys & Girls Club creates an impression. Many visits forges a lasting positive impact on a young person."

Club President & CEO Lisa

Supporting Academic Success

The Club works to ensure all Club members are on track to graduate from High School:

- Provide an experience that appeals to youth
- Support members' school success through homework help and school readiness programs
- Engage members in fun, hands-on activities to build reading, writing, math and science skills
- Provide one-on-one tutoring for members who may need extra help



Shaping Healthy Lifestyles

Using evidence-based programs such as Triple Play/Healthy Habits, the Club helps members develop health habits and self-reliance to positively impact quality of life through adulthood. The Club can monitor members' progress at various development stages as they:

- Learn basic nutrition and how to eat healthy
- Engage in fitness activities
- Develop critical decision-making skills necessary to everyday living



It's Serious Fun!

Research has shown that youth perform better in school when they spend their non-school hours engaged in fun but academically challenging activities. The Club's FUN programs — Power Hour, GamesRoom, SMART Girls, and Passport to Manhood, among others — celebrate learning by providing variety, spontaneity and excitement to every Club member.

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY2017 Community Assessment Update

According to the results of the 2017 community assessment survey, an overwhelming number of families have a concern about the lack of jobs that are available. However, one major industry employer has called many of their employees' back that received a lay off from the previous year. Also, TeleTech, a call center, is now located in Weber City. Several of their employees have contacted the program about childcare for their children.

According to parent surveys, affordable and available adult and child dental care is a great need in our community. This is still more of a concern for families in the outlying parts of the county. Three dentists practice in Scott County, yet only one accepts Medicaid patients. Our program has partnered with the dentist that accepts Medicaid. However, it was a struggle to ensure that all children from the outlying areas could visit the dentist in Gate City. In addition to partnering with the dentist, we are partnering with Smile Virginia. However, this year they only came to one site. The program is exploring other options at this time. Families expressed lack of affordable dental insurance for adults.

According to the 2017 parent surveys, one of the biggest concerns for the community is the lack of affordable childcare. Some families have expressed concerns about the lack of child care for infants and toddlers, home base for infants and toddlers, and the need for after school care.

According to the AppCAA 2017 Community Assessment, Scott County shows difficult challenges when compared to the average across the Commonwealth of Virginia. As can be seen on the Community Commons and Country Health Rankings websites:

- *Unemployment rate of 5.4 compared to the state average of 4.2%
- *Percent of housing units without plumbing is 1.88% compared to Virginia's rate of 0.35%
- *Percent of residents uninsured is 14.4% compared to Virginia's rate of 10.46%
- *57.04% of children receive reduced lunches compared to Virginia's rate of 39.71%
- *19.3% of households are in poverty compared to the state average of 11.1%
- *Drug overdose deaths 12 per 100,000

Health And Substance Abuse

Health remains a concern for Scott County. Some of the factors are adult smoking, adult obesity, excessive drinking, and lack of medical providers in the County. According to the County Health

Rankings and Roadmaps Scott County ranked 100 out of 133 on Health Outcomes. This is due to the amount of negative indicators that residents of the county are facing. The following data is concerning for Scott County: Adult Smoking 18%, Adult Obesity 31%, Excessive Drinking, 16%, Uninsured 14%, and Primary Care Physicians 2,800: 1.

Substance abuse is still another health issue that residents of Scott County are facing.

Beginning in the 2016-2017 school year, Virginia school divisions may only use the following four eligibility criteria for VPI slots:

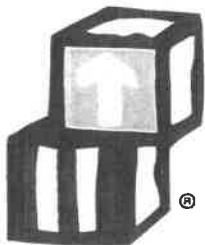
- 1). Family income at or below 200 percent of poverty.
- 2). Homelessness
- 3). Student's parents or guardians are school dropouts
- 4) Family income is less than 350 percent of federal poverty guidelines in the case of students with special needs or disabilities.

Further, the 2016 Appropriation Act enacted at the 2016 General Assembly Session included a budget language provision allowing *"up to 15 percent of a division's [VPI] slots may be filled based on locally established criteria so as to meet the unique needs of at-risk children in the community."* This provision is effective with fiscal year 2017 and allows school divisions and localities to fill up to 15 percent of the actual VPI slots used each year based on locally established at-risk criteria, in addition to the four criteria.

5) Local criteria

Parent did not complete high school Physical abuse and neglect, family abuse, substance abuse, Single family home, Foster care English Language Learners (ELL), Parent that is incarcerated, Military deployment .Student raised by relatives other than parents, and other than income or listed local criteria.

According to the Scott County School Systems data, the enrollment for the 2017-2018 school year is down by 30 students from the previous school year. In the 2016-2017 school year, ten Scott County Head Start families had moved out of the county since they enrolled or reenrolled with the program. However, in the 2017-2018 school year, the program has seen an increase in the number of families moving into Scott County.



SCOTT COUNTY PUBLIC SCHOOL HEAD START®

305 LEGION STREET
WEBER CITY, VIRGINIA 24290

PH.: 276-386-6051

FAX: 276-386-7281

Kathy Wilcox, Director

DATE: October 24, 2017

TO: Whom It May Concern

FROM: Mrs. Kathy Wilcox, Director
Scott County Public School Head Start

SUBJECT: September Head Start Financial Report

Enclosed is the September 2017 Financial Report/Summarization & Credit Card Expense Report for the Head Start program of Scott County Public School Head Start.

Total expenses for September were \$98,062.15. Total in-kind reported for September through volunteers/donations was \$44,374.27. Year-to-date administrative cost for the program is at 9.0%. Administrative cost must not exceed 15% of yearly grant budget. Please feel free to contact me should you have any questions or concerns.

Sincerely,

Mrs. Kathy Wilcox, Director

Scott County Public School Head Start



SCOTT COUNTY PUBLIC SCHOOL HEAD START®

305 LEGION STREET
WEBER CITY, VIRGINIA 24290

PH.: 276-386-6051

FAX: 276-386-7281

Kathy Wilcox, Director

DATE: October 24, 2017
TO: Whom It May Concern
FROM: Mrs. Kathy Wilcox, Director
Scott County Public School Head Start
SUBJECT: September Early Head Start Financial Report

Enclosed is the September 2017 Financial Report/Summarization & Credit Card Expense Report for the Early Head Start program of Scott County Public School Head Start.

Total expenses for September were \$33,841.24. Total in-kind reported for September through volunteers/donations was \$1,038.24. Year-to-date administrative cost for the program is at 1.7%. Administrative cost must not exceed 15% of yearly grant budget. Please feel free to contact me should you have any questions or concerns.

Sincerely,

Mrs. Kathy Wilcox, Director

Scott County Public School Head Start

Scott County Public Schools

**Google Chromebook
1:1 Initiative**

Parent/Student Handbook

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The mission of the 1:1 Chromebook initiative in Scott County Public Schools is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for all students in grades 8-12. This ensures that students can access what they need from wherever they are.

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

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

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

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

1. GENERAL INFORMATION

A. Receiving Your Chromebook

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

B. Chromebook Check-in

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

C. Check-in Fines

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

2. TAKING CARE OF YOUR CHROMEBOOK

A. General Precautions

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

- i. No food or drink is allowed next to your Chromebook while it is in use.
- ii. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iii. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- iv. Chromebook and Chromebook accessories must remain free of any writing, drawing, stickers, or labels that are not the property of the Scott County Public School System.
- v. Chromebooks must never be left in an unlocked locker, unlocked car or in any unsupervised area.

- vi. Students are responsible for keeping their Chromebook's battery charged for school each day.
- vii. Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving the devices in cars, direct sunlight, etc. could expose the device to these conditions and is potentially harmful to the device and should be avoided.
- viii. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could damage the device.
- ix. Take care to protect your password. Do not share your password.
- x. Lock your screen when you leave your Chromebook unattended for ANY amount of time.

B. Screen Care

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

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

3. USING YOUR CHROMEBOOK AT SCHOOL

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

A. Chromebooks Left at Home

If a student leaves their Chromebook at home, they will have the opportunity to use a replacement Chromebook from the library, if one is available. Students are NOT to leave class to get a replacement Chromebook as there is an online form that teachers and students can use to request replacement Chromebooks. Students may stop by the library before school to check out a Chromebook to use for the day and return the Chromebook to the library at the end of the same day. Replacement Chromebooks are not available for overnight checkout.

- i. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- ii. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to "check out" their Chromebook for a period of 5 school days. "Checking out" identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from the library and returned at the end of the school day to the library.
- iii. After the first "check out" period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the Assistant Principal.
- iv. If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

B. Chromebook Undergoing Repair

- i. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.

- ii. Replacement Chromebooks must remain at the school.
- iii. Replacement Chromebooks will only be issued for use in school until all cost of replacement have been paid.

C. Charging your Chromebook's Battery

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

D. Photo Library, Screensavers, Background Photos

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

E. Sound, Music, Games, or Programs

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

F. Printing

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

G. Home Internet Access

- i. Students are allowed to setup access to their home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- ii. Students may also setup home printing capabilities for their Chromebook. This will require a compatible printer and proper settings on the Chromebook using Google Cloud Print. (Home printers will not be supported by the division technology department).
- iii. If parents/ guardians are interested in providing additional content filtering at home, it is suggested that the parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

A. Saving to your Chromebook

- i. Students will save work to their Google accounts via the Chromebook.

- ii. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that in case of resetting the division will not back up the Chromebooks.
 - iii. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
 - iv. Chromebook malfunctions are not an acceptable excuse for not submitting work on time.
- B. Network Connectivity**
- i. Scott County Public Schools makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the Division will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

A. Originally Installed Software

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

B. Additional Software

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

C. Inspection

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

D. Procedure for Re-loading Software

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

E. Software Upgrades

- i. Upgrade version of licensed software/apps may become available from time to time. Students may be required to check in their Chromebook for periodic updates.
- ii. Students are encouraged to periodically upgrade the apps on the Chromebook as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

A. Parent/Guardian Responsibilities

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

B. School Responsibilities:

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

C. Student Responsibilities:

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

- viii. Return Chromebooks to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Scott County Public Schools for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.
- ix. Monitor all activity on their account(s).

D. Student Activities Strictly Prohibited:

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

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

E. Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and peripherals, and keeping them in good working order.

- i. Chromebook batteries must be charged and ready for school each day.
- ii. Only labels or stickers approved by Scott County Public Schools may be applied to the device.
- iii. Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction.

Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.

- iv. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- v. Chromebooks that are stolen must be reported immediately to the Scott County Sheriff's Department (the police report must be submitted) and to school administration.

F. Legal Propriety

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

G. Student Discipline

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

7. PROTECTING & STORING YOUR CHROMEBOOK

A. Chromebook Identification

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

B. Storing Your Chromebook

- i. When students are not using their Chromebooks, they should be stored in their lockers. During gym periods Scott County Public Schools recommends the students use either their gym locker provided by the school district or place them in their student lockers.
- ii. To prevent damage, nothing should be placed on top of the Chromebook.

C. Chromebooks Left in Unsupervised Areas

- i. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- ii. Any Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or the main office and may result in disciplinary action.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

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

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

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

9. DIGITAL CITIZENSHIP

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

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my

music and media and refrain from distributing these in a manner that violates their licenses.

10. Chromebook Repair Process/Insurance

A. Vendor Warranty

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

B. Chromebook Technical Support

- i. ALL REPAIRS must be completed by SCPS Tech Staff
- ii. Your school's Media Specialist will coordinate with our Tech Staff should your Chromebook need repair.
- iii. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- iv. Replacement Chromebooks must remain at the school.
- v. Replacement Chromebooks will only be issued for use in school until all cost of replacement have been paid.

C. Chromebook Insurance (Optional)

Insurance will be offered as optional, but recommended to all parents. It will be a self-insured setup where the funds stay in-house and will be used to purchase replacement parts as needed. The cost to enroll is \$25/year. The first incident will be covered with cost of enrollment. \$50 deductible for the second incident. Full replacement part price for third incident-on for the year.

i.

HP Chromebook 11 G4	\$213.00
Replacement System Board	\$180.70
Replacement AC Adapter and Cord	\$60.03
Replacement Battery Pack	\$44.46
Replacement Keyboard and Touch Pad	\$42.25
Replacement WiFi Card	\$46.15
Replacement Display Screen	\$104.00
Replacement Display Enclosure	\$24.70
Replacement Webcam and Microphone	\$25.32
Replacement Speakers	\$8.22

SCOTT COUNTY PUBLIC SCHOOLS CHROMEBOOK PROTECTION PLAN

What is the Chromebook Protection Plan:

This plan is being offered directly from Scott County Public Schools. This coverage will protect you from paying the full cost of repairs or replacement of your student's Chromebook due to drops, surges, and accidental breakage.

The plan begins when payment is made and ends on the last day of school.

What is covered?

Drops, falls and collisions; electrical surges; damages or broken LCD panel due to drop, fall, or pressure; accidental breakage; liquid spills.

What is NOT covered?

Damaged in a fire (home or auto insurance coverage), intentional damages (student is responsible), power cord loss (student is responsible), normal wear that does not affect performance (student is responsible)

How much does this protection plan cost?

\$25 to enroll

- First incident covered with cost of enrollment
- \$50 deductible for the second incident
- Full replacement part price for third incident-on for the year

How much do the Chromebooks and replacement parts cost?

- HP Chromebook G4 - \$213.00
- System Board - \$180.70
- AC Adapter and Cord - \$60.03
- Battery Pack - \$44.46
- Keyboard and Touchpad - \$42.25
- WiFi Card \$46.15

- Display Panel - \$104.00
- Display Enclosure and Hardware - \$24.70
- Webcam and Microphone - \$25.32
- Speakers - \$8.22

Our Choice for Chromebook Protection Plan for the 2017-2018 school year:

Print Students Name:

Students Signature:

Print Parents Name:

Parents Signature

We Accept



We Decline



Date:

CHROMEBOOK AGREEMENT

Before receipt of the Chromebook, please complete and return the attached Chromebook Use and Expectations and User Agreement and return to your child's school. With the completion of this document, the student and their parent/guardian agree to follow and accept:

- Student Technology Acceptable Use Policy.
- The website and social media guidelines (below).
- Scott County Public Schools own the Chromebook, software, and issued peripherals.
- In no event shall SCPS be held liable to any claim of damage, negligence, or breach of duty.
- This handbook may be updated, changed and modified at the sole discretion of SCPS Technology Department & Leadership. Advance notice will be provided if any changes are to occur.

Please sign and return the following documents to school personnel.

Scott County Public Schools

Chromebook Student/Parent User Agreement

Part One: Student Information

Please complete the boxes below to identify the student and their assigned device. Signing indicates you have read and understand the Chromebook policies.

Student Name:	School:
Student ID:*	Grade Level:
Student Signature	Chromebook Serial Number:
Parent Name:	
Parent Signature	Date:

* The Student ID, if not known, will be completed by school personnel.

** The Serial Number will be supplied when the Chromebooks is issued.

SCOTT COUNTY PUBLIC SCHOOLS

CHROMEBOOK STUDENT/PARENT USER AGREEMENT

Part Two:

Website & Social Media Guidelines

Student Initials		Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, it is True, Helpful, Inspiring, Necessary, Kind?)	
	Follow the division's Code of Conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with any one besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts (plagiarism). It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
	Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.	
	Students will have access to YouTube. They are expected to use it for school provided/related links only.	