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GOALS FOR SCHOOL-COMMUNITY RELATIONS

The School Board recognizes that good school-community relations are essential to securing public input and public support for educational programs. The School Board sets goals and standards for school-community relations and regularly evaluates its relationship with the public. The School Board also regularly evaluates its programs for maintaining open channels of communication and good relations with parents, community organizations, other governmental organizations, non-profit organizations, businesses and industries and the community at large.

Through its school-community relations program, the Board encourages the community to

- take an active interest in the schools and participate in school activities,
- place a high priority on education and make funds available for an educational system that supports learning for all children, and
- establish partnerships with the schools to enhance learning opportunities.

Adopted: May 17, 2005
Revised: April 15, 2014
Revised: April 17, 2012
Legal

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Refs: AF Comprehensive Plan
KBC Media Relations
KB Public Information Program
KF Distribution of Information/Materials
KG Community Use of School Facilities
KMA Relations with Parent Organizations
KNAJ Relations with Law Enforcement Authorities
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

PUBLIC INFORMATION PROGRAM

The Charles City County School Board recognizes the importance of providing information regarding the school division to the community. The Board will utilize all appropriate means and media in order to

- explain the programs, achievements, and needs of the school division;
- keep students, parents/guardians, and staff members fully informed about Board policies and procedures as well as their own rights and responsibilities;
- communicate factual information regarding the school division; and
- involve students, parents/guardians, and the community in discussions regarding education programs, student activities, and Board policy.

Adopted: April 16, 2002

Revised: April 17, 2012

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78.

Cross Refs.: KA Goals for School Community Relations
 KBA Requests for Information
 KBC Media Relations

REQUESTS FOR INFORMATION

Charles City County Public Schools shall comply with Virginia's Freedom of Information Act. All requests for information shall be processed in accordance with KBA-R.

Adopted: April 16, 2002

Legal Refs.: Code of Virginia, 1950, as amended, § 2.2-3700 et seq.

REQUESTS FOR INFORMATION

Charles City County Public Schools is committed to full compliance with Virginia's Freedom of Information Act, and shall process all requests for information in accordance with the following procedures:

Access to Records

1. Official records subject to disclosure under the Freedom of Information Act shall be open to inspection and copying during the regular office hours of the Charles City County Public Schools' central office.
2. When practicable, the following records shall be available on demand at the central office.
3. Unless otherwise specified by the Superintendent, inspection of records shall take place at the central office of Charles City County Public Schools, and shall not be removed from that site. Copies may be requested in lieu of or at the time of inspection, subject to the charges listed below. Nonexempt records maintained in an electronic database shall be produced in any tangible medium or format identified by the requester that is regularly used in the ordinary course of business by Charles City County Public Schools, including posting the records on a website or delivering the records through an electronic mail address provided by the requester.
4. One of the following forms of photo identification must be presented, or a photocopy thereof must be provided, before any person shall be allowed to inspect any records or receive copies of any records:
 - Press identification identifying requester as a representative of a newspaper or magazine with circulation in the Commonwealth, or of a radio or television station broadcasting in or into the Commonwealth, OR
 - Driver's License or other official photo identification showing that requester is a citizen of the Commonwealth.
5. The Superintendent or a designee shall be present during inspection or copying of records. A record of each inspection shall be made, using form KBA-F2.

Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the Charles City County Public Schools central office at: 10910 Courthouse Road, Charles City, VA 23030, Telephone: (804) 652-4612, Fax: (804)829-6723.
3. Requesters should make their requests using Form KBA-F1. Requests received at the central office via telephone shall be transcribed onto Form KBA-F1 by central office staff. Written requests other than on Form KBA-F1 shall be appended to a copy of the form by central office staff, who shall fill out as much of the form as possible.
4. Building office personnel shall provide Form KBA-F1 and a copy of this regulation upon request to any person interested in obtaining access to records, and shall instruct the requester to direct the request to the central office. Telephone inquiries shall be redirected to the central office. Any written requests received by building personnel shall be immediately forwarded to the central office, with a notation indicating the date and time the request was received.

Responding to Requests

1. Promptly, but in all cases within five working days of receiving the request, the school division will provide the requested records to the requester, or make one of the following responses in writing:
 - a) The requested records are being entirely withheld because their release is prohibited by law or because the Virginia Freedom of Information Act gives their custodian discretion to withhold them. The response will identify with reasonable particularity the volume and subject matter of the withheld records, and, with respect to each category of withheld records, cite the specific Virginia Code section that authorizes the withholding of the records.
 - b) The requested records are being provided in part and are being withheld in part because the release of part of the records is prohibited by law or the custodian has exercised his discretion to withhold a portion of the records. The response will identify with reasonable particularity the subject matter of the withheld portions and cite, with respect to each category of withheld records, the specific Virginia Code section(s) which authorize the withholding of the records. When a portion of a requested record is withheld, the school division will delete or excise only that portion of the record to which an exemption applies and will release the remainder of the record.
 - c) The requested records could not be found or do not exist. If the school division knows that another public body has the requested records, the response will include contact information for the other public body.
 - d) It is not practically possible to provide the records or to determine whether they are available within the five-day period. Such response will specify the conditions which make a response impossible. If the response is made within five working days, one of the preceding responses shall be provided within an additional seven-day period.

The school division may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response within the time outlined above will prevent the school division from meeting its operational responsibilities. Before proceeding with the petition, the school division will make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

2. The five-day period shall begin on the first working day following the day the request is received by the central office or by a building office, and shall end at the close of business on the fifth working day following receipt of the request. Any time that elapses between the time the requester is notified of an advance cost determination pursuant to the procedures detailed below and the time that the requester responds to that notice shall not be counted in calculating the five work days.

Processing of Requests

1. The Superintendent or a designee shall, after receiving a request, promptly make an initial determination as to whether the requested records will be provided to the requester, will be withheld, either completely or in part, or if it is practically impossible to provide the requested records or to determine whether they are available within five days.
2. If the Superintendent or designee is unsure whether the requested documents should be provided to the requester, legal advice shall be promptly sought.
3. If the Superintendent or designee is uncertain whether the requested records exist or where they may be located, efforts shall be promptly initiated to locate the records or determine whether they exist.
4. If the requested records will be made available either in whole or in part, the Superintendent or a designee shall promptly consult with central office staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this shall also be taken into account. The following costs shall be charged at the rates indicated, not to exceed actual cost:
 - Staff member search time, charged by the quarter hour. Depending on the staff member(s) involved in the search, rates of \$3.19 to \$14.12 per quarter hour may apply.
 - Computer search time, charged at the rate of \$10.00 per quarter hour
 - Computer printouts, charged at the rate of .10 cents per page
 - Photocopies (including those necessary to perform redactions), charged at the rate of .10 cents per page.
 - Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, or courier charges).
5. If the requester has asked for an advance determination of the cost, or if the cost is expected to exceed \$200, the requester shall be notified in advance of the cost associated with the request. If the cost of the request is determined to exceed \$200, the school board may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. No further action shall be taken until the requester responds, and the requester must agree to pay the estimated amount before any further processing of the request is performed.
6. Before processing a request for records, the Superintendent or designee may require the requester to pay any amounts owed to the school board for previous requests for records that remain unpaid 30 days or more after billing.
7. If school division records have been transferred to any entity, including any other public body, for storage, maintenance, or archiving, the school division remains the custodian of the records for purposes of responding to requests and is responsible for retrieving and supplying the records to the requester.

8. My records to be disclosed shall be assembled for inspection and copying by central office staff, under the direction and supervision of the Superintendent or a designee.
9. Central office staff shall be responsible for recording the date the request was received, verifying photo identification and signature, and recording and assembling additional information about the request as indicated on Form KBA-FI.

Adopted: July 17, 2007
Revised: July 20, 2010

Legal Ref.: Code of Virginia, 1950, as amended, § 2.2-3704.

MEDIA RELATIONS

Media releases by the schools are encouraged as a means of informing the public of programs, activities, and accomplishments. Staff members are encouraged to participate in activities that inform the public about school programs and activities.

News and information concerning personnel and students shall be released to the press only with the approval of the principal and in accordance with state and federal laws regarding confidentiality.

Adopted: July 17, 2007
Revised: April 17, 2012
Revised: July 15, 2008

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-287,22.1-287,1.

Cross Ref.: JO Student Records
KB Public Information Program

INTERNET PRIVACY

The Charles City County School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act. The Charles City County School Board does not collect unnecessary personal information by means of its website, and collects only appropriate personal information to the extent necessary to serve its constituents and the community.

Personal information collected and retained by the school division's website is maintained in compliance with the Government Data Collection and Dissemination Practices Act. Any individual wishing to learn the purpose for which information has been recorded and the particulars of its use and dissemination may contact the superintendent or the superintendent's designee regarding this information. Any person wishing to correct, erase or amend inaccurate, obsolete or irrelevant information may do so by procedures established by the superintendent or the superintendent's designee.

The School Board informs the public of any personal information collected through its website by posting the following privacy statement or a link to this privacy statement in a conspicuous fashion at the top of the website home page:

Charles City County Public Schools Internet Privacy Policy Statement

The following information explains the internet Privacy Policy, which the Charles City County School Board has adopted for its website. The following is intended to explain our current Internet privacy practices, but shall not be construed as a contractual promise. We reserve the right to amend our Internet Privacy Policy Statement at any time without notice.

Virginia Law

We protect our records in accordance with our obligations as defined by applicable Virginia statutes, including, but not limited to, Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act and by any applicable federal laws.

Links to other websites

Our website may contain links to other public or private entities' websites, whose privacy practices we do not control automatically collected.

Information we collect

When you access our website, the routing information, and the essential and nonessential technical information listed below, is No other information is collected through our website except when you deliberately decide to send it to us (for example, by clicking on a link to send us an e-mail). The information you might choose to send us is listed below as "optional information."

Routing Information: the Internet domain and internet address of the computer you are using.

Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using and the date and time of access.

Nonessential technical Information: the Internet address of the website from which you linked directly to our website, [and the "cookie information" described below].

Optional information: when you send us an e-mail, your name, e-mail address, and the content of your e-mail, and/or when you fill out online forms, all the data you choose to fill in or confirm.

Cookies

Our website does not place any "cookies" on your computer.

Routing information is used to route the requested web page to your computer for viewing. We send the requested web page and the routing information to our Internet Service Provider (ISP) or other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. Essential and nonessential technical information helps us respond to your request in an appropriate format, or in a personalized manner and helps us plan website improvement.

Optional information enables us to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so, and also allows us to plan website improvements.

We may keep your information indefinitely, but we ordinarily delete the routing information from our computer within [X] days after the web page is transmitted and do not try to obtain any information to link it to the individuals who browse our website. We use this routing information primarily in a statistical summary type format to assess site content and server performance. We may share this summary information with our business partners when needed.

However, on rare occasions when a "hacker" attempts to breach computer security, logs of routing information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in our possession to the appropriate law enforcement agency.

Optional information is retained in accordance with the Records Retention Schedules promulgated by the Library of Virginia.

Under the Freedom of Information Act, any records in our possession at the time of a request for information, including the collection of logs and data of a website, may be subject to being inspected by or disclosed to members of the public for any purpose.

Choice to provide information

There is no legal requirement for you to provide any information at our website. However, our website will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of our website but may prevent certain features from working. Failure to provide optional information may mean that the particular feature or service associated with that part of the web page will not be available to you.

Comments or review

If you have questions about this privacy statement or the practices of this website or if you choose to review or correct any information, please contact us at Charles City County Public Schools, 10910 Courthouse Road, Charles City, Virginia 23030, 804-652-4612.

Adopted: April 16, 2002

Revised: April 15, 2014

Legal Refs: Code of Virginia, 1950, as amended, § 2.2-3803(8).

Internet Privacy Guidelines (Final Draft), Virginia Department of Technology Planning.

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Charles City County School Board will call meetings of the people of the school division for consultation in regard to school interests thereof when it deems such meetings to be necessary.

The Board may appoint a committee of not less than three nor more than seven members for each public school in the school division, The committee's duty will be to advise the members of the School Board with reference to matters pertaining to the school and to cooperate with the School Board in the care of the school property and in the successful operation of the school. Such committees shall serve without compensation.

Adopted: April 17, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-86, 22.1-253.13:7.C.4.

Cross Ref.: AF Comprehensive Plan
BCF Advisory Committees to the School Board
BDDH/KD Public Participation at Board Meetings
CA Administration Goals

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Charles City County School Board to observe its deliberations. Any member of the community may address the School Board on matters related to the Charles City County Public Schools at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School Board are requested to contact the superintendent, the School Board chairman or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and rules on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School Board, will be allocated at each regular meeting for community members to present matters of concern.

Adopted: July 19, 2004
Revised April 15, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Ref.: BDDE Rules of Order

DISTRIBUTION OF INFORMATION/MATERIALS

The Charles City County School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. The division superintendent, or his/her designee, must approve, in advance, any materials sought to be distributed or made available by non-school organizations, including parent-teacher organizations and booster clubs. Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Charles City County School Division.

Approval will not be given for materials which

- are likely to cause substantial disruption of, or a material interference with, school activities;
- endorse or encourage the use of alcohol, tobacco, or any illegal substance or action;
- endorse or encourage any violation of the Standards of Student Conduct (see Policy JFC-R); or are obscene, pornographic, or defamatory.

Materials from nonprofit community organizations approved for distribution must clearly indicate their source and must include the following statement: "These materials, and the activity described herein, are not sponsored or endorsed by the Charles City County School Board."

The superintendent, by regulation, will establish the time, place, and manner of distribution of approved materials. No distribution will be permitted during class time.

Political Communications

Students shall not be required to convey or deliver any material that advocates (1) the election or defeat of any candidate; (2) the passage or defeat of any referendum question or (3) the passage or defeat of any matter pending before a local school board, local governing body, the General Assembly or Congress.

This Policy shall not be construed to prohibit the discussion or use of political or issue oriented materials as part of classroom discussions or projects.

Adopted: April 3, 2007

Legal Refs.: U. S. Constitution amend. I.

Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools, 457 F.3d 376 (4th Cir. 2006)

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79.3, 22.1-131, and 22.1-293(B-D).

Cross Refs.:	JFC-R	Standards of Student Conduct
	KFB	Administration of Surveys and Questionnaires
	KG	Community Use of School Facilities
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

DISTRIBUTION OF INFORMATIONAL MATERIALS

The Charles City County School Board will consider approval of distribution of non-instructional informational flyers from only these sources:

- Individual schools or the school division
- School-related groups or club-sponsored activities (i.e., PTA's, PTSA's, PTO's, Booster Clubs, school-sponsored sports camps, etc.)
- Local, state, and federal government agencies or departments

All other informational flyers regarding community activities for children and families, sponsored by not-for-profit organizations received by the school division for distribution will be:

- Posted or displayed in a designated area of the principal's choice at all requested schools for a suggested time period of three weeks.

Guidelines

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the superintendent or superintendent's designee in advance of desired distribution, together with the following information:

- Name of the person or organization
- Timeframe for intended distribution
- Identification of students or staff to whom the distribution is intended
- Type of material to be distributed

The superintendent or superintendent's designee may either approve the distribution or deny it by indicating how it violates Board Policies, any of the criteria listed below, or a restriction regarding time, place, and manner. Requests for distribution of materials on school property shall be considered based upon the following guidelines:

1. Any materials or information, which endorses or implies endorsement of a commercial product or endeavor, shall be prohibited from circulation in the schools.
2. Literature or material of a partisan, sectarian, religious, or political nature shall not be distributed in the schools by outside sources.
3. All material for distribution must be seen in its final form and approved prior to distribution.
4. No request shall be granted that advertises, or could be construed as advertising, a fund-raising activity of a non-school related organization.
5. No request shall be granted when it is determined that the activity may not be in the best interest of the students' health, safety, and welfare, or the activity appears to encourage students to participate in an activity which might be in violation of Charles City County School Board policies and regulations or the Standards of Accrediting Schools in Virginia.
6. Businesses requesting to distribute flyers or materials to staff offering them discounts or special incentives shall be given permission to have the school post a copy of their materials in a common location such as the teacher's workroom and/or mailroom area.

Permission to distribute or display material does not imply agreement of its content by either the administration of the school, the Superintendent, or the Board. Expression, which is libelous, slanderous, and defamatory under State law, is prohibited. The distribution of political information is prohibited in accordance with policy. Furthermore, the superintendent or his/her designee shall regulate the distribution of material where there is reasonable basis for the belief that such publication or expressive activity would create a clear and present danger of the commission of unlawful acts, or the violation of school policies regulations, or Code of Student Conduct, or would materially disrupt classes or class work, or orderly operation of the school or which violates the privacy rights of others.

Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as determined by the principal who shall ensure that:

- A. No material is distributed or displayed during a time or at a place of a school activity if it is likely to cause a substantial disruption of that activity or of other activities.
- B. No material is distributed or displayed if it blocks the safe flow of traffic within corridors and entranceways of the schools.

Adopted: April 3,2007

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the student in accordance with Policy KBA.

B. Participation in Surveys and Evaluations

No student shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning

- 1) political affiliations or beliefs of the student or the student's parent,
- 2) mental or psychological problems of the student or the student's family
- 3) sex behavior or attitudes,
- 4) illegal, anti-social, self-incriminating, or demeaning behavior,
- 5) critical appraisals of other individuals with whom respondents have close family relationships,
- 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- 7) religious practices, affiliations, or beliefs of the student or student's parent, or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an emancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the school board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents shall have the right to review the questionnaire or survey and to exempt their child from participating in the survey. No questionnaire or survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six and, unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

D. Youth Health Risk Behavior Survey

The school board will notify parents of each student enrolled in a middle or high school selected for participation in the survey of student health risk behaviors pursuant to Va. Code § 32.1-73.8, in writing and at least 30 days prior to administration of the survey that their child may be randomly selected to participate in the survey unless the parent denies consent for the student's participation in writing prior to administration of the survey. The notice will inform the parent regarding the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information is collected by the survey will be used, who will have access to such information, whether and how any findings or results will be disclosed, and the steps that will be taken to protect students' privacy. Parents have the right to review the survey prior to its administration.

E. Additional Protections

A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA.

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by not listing any identifiable information on the survey.

II. Physical Examinations and Screenings

If the Charles City County School Division administers any physical examinations or screenings other than

- those required by Virginia law, and
- surveys administered to a student in accordance with the Individuals with Disabilities Education Act,
- policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

III. Commercial Use of Information

Questionnaires and surveys shall be administered to public school students during the regular school day or at school sponsored events without written, informed parental consent when participation in such questionnaires or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student.

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary school and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such test and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products and services to raise funds for school-related or education-related activities; and
- student recognition programs.

IV. Notification

Notification of Policies

The Board shall provide notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in policy. The Board will also offer an opportunity for the parent (or emancipated student) to opt the student out of participation in

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any non-emergency, invasive physical examination or screening that is required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

Notification of Specific Events

The Board will directly notify the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled;

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any non-emergency, invasive physical examination or screening that is required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

V. Definitions

Instructional material: the term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive physical examination: the term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parent: the term “parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Personal information: the term “personal information” means individually identifiable information including:

- a student or parent's first and last name;
- a home or other physical address (including street name and the name of the City or town)
- a telephone number; or
- a Social Security identification number.

Survey: the term "survey" includes an evaluation.

Adopted: September 17, 2002
Revised: July 19, 2011

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:6.

Cross Refs:	IFB	Pilot, Research or Experimental Project
	JHDA	Human Research
	KBA	Requests for Information
	KF	Distribution of Information/Materials
	LE	Relations with Colleges and Universities

COMMUNITY USE OF SCHOOL FACILITIES

The School Board may permit use of school property by members of the community when such use will not impair the efficiency of the school. The superintendent shall develop guidelines and application for use of school property. Requests for the use of any school facilities shall be made to the superintendent or superintendent's designee. The superintendent shall report actions taken under this policy to the School Board at the end of each month.

If the School Board permits the use of its facilities by members of the community or distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boy Scouts of America, the Girl Scouts of the United States of America, and other youth groups designated as patriotic societies by federal law, to the same extent and in the same manner as all other persons or groups.

Adopted: August 19, 2003

Revised: July 17, 2012

Legal Refs.: 20 U.S.C. § 7905

Code of Virginia, 1950, as amended, §§ 22.1-79.3, 22.1-130.1, 22.1-131, 22.1-132.

Cross Refs.: IGDA Student Organizations
 KF Distribution of Information/Materials

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC Tobacco Use on School Premises, smoking is not permitted in schools or school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities.

Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be ejected and/or prosecuted.

Adopted: April 15, 2008
Revised: April 15, 2014
Revised: July 15, 2008

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78.

Cross Refs: ECAB Vandalism
GBEC/JFCH Tobacco-Free School for Staff and Students
KGC Tobacco Use on School Premises
KK School Visitors
KN Sex Offender Registry
KNA Violent Sex Offenders on School Property

TOBACCO USE ON SCHOOL PREMISES

Smoking is prohibited

- in the interior of indoor facilities owned or leased or contracted for and utilized for the provision of regular kindergarten, elementary, or secondary educational or library services to children;
- on every public school bus and all other vehicles used by the division for transporting students, staff, visitors, or other persons; and
- in every indoor facility, or portion of such facility, owned or leased or contracted for and utilized for the provision of regular or routine health care, day care, or early childhood development (Head Start) services.

For purposes of this policy, “smoking” means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

Each principal shall post signs stating “No Smoking”, or containing the international “No Smoking” symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria or other dining facilities in the school.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Adopted: July 21, 2009

Legal Ref.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia. 1950. as amended. §§ 15.2-2820.15.2-2824.15.2-2827.22.1-78.

Cross Refs.: TCH/GBEC Tobacco-Free School for Staff and Students
KG Community Use of School Facilities
KGB Public Conduct on School Property

PUBLIC GIFTS TO THE SCHOOLS

The School Board shall act on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on donations.

When any real or personal property is given to and accepted by the Board, it shall be vested in the Board unless inconsistent with the terms of the gift, devise or bequest, and shall be managed by the Board, according to the wishes of the donor or testator. The Board shall, in addition to the regular settlement it is required to make of all school funds, settle annually before the commissioner of accounts so far as the management of the property bequeathed or devised is concerned.

In the case of any change in the boundaries of the division, the Board shall make provision for continuing the fulfillment of the purposes of the donor as far as practicable and settlement shall be made as provided for above.

Adopted: September 17, 2002

Revised: June 18, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-126.

Cross Ref: FFA School Names

KJ Advertising in the Schools

KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

PUBLIC SOLICITATIONS IN THE SCHOOLS

No employee of the school division may sell or offer for sale, within the school or school grounds, any article or service to employees or pupils, except for the regularly established school cafeteria and textbook programs. This does not prevent solicitation for the United Way, dues for employee organizations, contributions for the benefit of professional organizations, or for school organizations at regularly scheduled extracurricular events after school hours. Exertion. It is permissible for schools to sell certain specialized merchandise pertaining to the individual school, such as caps and sweaters bearing the school name, within the school building.

Adopted:

Cross Refs.: DIG Vendor Relations
KJ Advertising in the Schools

ADVERTISING IN THE SCHOOLS

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement should be directed to the superintendent or superintendent's designee.

School organizations must secure approval from the principal before soliciting advertisements for school publications. If there is need for policy clarification, the principal shall consult with the superintendent.

Commercial establishments whose primary source of revenue is the sale of intoxicants may not advertise in school publications.

Neither the facilities, nor the staff, nor the students any school may be used in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

Adopted: April 15, 2008

Revised: April 15, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.: DJG Vendor Relations
JP Student Publications
KF Distribution of Information/Materials
KGA Sales and Solicitations in Schools
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

SCHOOL VISITORS

Generally

Charles City Public Schools seeks to create a welcoming and inviting environment for students, parents, guardians, employees, School Board and community members. Whenever possible, all visitors are encouraged to make arrangements in advance of a meeting with school administrators or staff members. While visitors are welcomed in the schools, it is important that they respect and support the importance of instructional time for students and staff.

Upon arriving at a school, all visitors shall report to the Main Office to produce proper identification and sign in to secure a visitor's pass. Visitor's passes must be displayed throughout the visit and should be returned to the Main Office at the end of the visit.

Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school sponsored activities. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who refuse to leave the school grounds or school activity as requested will be considered trespassers. Law enforcement may be called to enforce this policy.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting, program or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information posted at a place where it reasonably may be seen may be prosecuted.

Parents

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service and other school programs. Noncustodial parents are not denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

Board Members

School Board members are welcomed to visit schools within the division. The purpose of these visits is to maintain contact with building employees and increase understanding of actual educational practices.

Adopted: December 15, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-128;18.2-415,22.1-79.

Cross Refs.:	DJG	Vendor Relations
	ECA	Inventory and Reporting of Loss or Damage
	IGBC	Parental Involvement
	KGB	Public Conduct on School Property
	KN	Sex Offender Registry Notification
	KNA	Violent Sex Offenders on School Property

SERVICE ANIMALS IN PUBLIC SCHOOLS

A. SERVICE ANIMALS

An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

A "service animal" means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. (See however, Section D regarding miniature horses.) The work or tasks performed by a service animal must be directly related to the individual's disability or necessary to mitigate a disability.

School officials can ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent. School officials may not ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

B. REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE ANIMAL WILL BE ALLOWED ON SCHOOL PROPERTY

Request: A person who wants to be accompanied by his/her service animal must make a prior written request of the school's principal if the service animal will come into a school. A person who wants to be accompanied by his/her service animal must make a prior written request of the superintendent for all other locations. These requests must be renewed each school year.

Vaccination: The service animal must be immunized against diseases common to that type of animal.

Health: The service animal must be in good health. The owner or handler of the animal must submit to the school principal each school year documentation from a licensed veterinarian of the following: a current veterinary health certificate; and proof of the service animal's current vaccinations and immunizations.

Control: A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash (blaze orange in color for hearing dogs), or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

C. SERVICE DOGS IN TRAINING

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons

conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while on school property for school purposes.

Use of harnesses, vests, etc. A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.

The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.

All requirements of this policy which apply to service animals, such as health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.

D. MINIATURE HORSES

The school division will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division must consider the following factors:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

E. EXTRA CHARGES

The owner or handler of a service animal cannot be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

F. SUPERVISION AND CARE OF SERVICE ANIMALS

The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

G. DAMAGES TO SCHOOL PROPERTY AND INJURIES

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

H. REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY

A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; or
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

1. DENIAL OF ACCESS AND GRIEVANCE

If a school official denies a request for access of a service animal or a dog in training, the disabled individual or parent or guardian can file a written grievance with the school division's Section 504 Coordinator.

Adopted: April 19, 2011

Revised: July 19, 2011

Legal Refs.:	28 C.F.R. Part 35 Code of Virginia, 1950, as amended, § 51.5-44.
Cross Refs.:	DJG Vendor Relations GB Equal Employment Opportunity/Nondiscrimination JB Equal Educational Opportunities/Nondiscrimination JBA Section 504 Hearing Procedures JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion KK School Visitors KGB Public Conduct on School Property KN Sex Offender Registry Notification KNA Violent Sex Offenders on School Property

PUBLIC COMPLAINTS

Complaints involving a particular school are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it is referred to the superintendent or superintendent's designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the Charles City County Public Schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion.

Adopted: August 15, 2006
Revised April 15, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-87,22.1-253.13:7.

Cross Refs.: GB Equal Employment Opportunity/Nondiscrimination
GBA/JFHA Prohibition Against Harassment and Retaliation
GBLA Third Party Complaints Against Employees
Equal Educational Opportunities/Nondiscrimination

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

The procedure for filing a complaint concerning teaming resources is as follows:

1. The complaint should be filed in writing with the principal on the "Request for Reconsideration of Learning Resources" form KLB-E. This form may be obtained from the principal or the central office.
2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student and the complainant will convene.

The responsibilities of the committee are to:

- a) read, view or listen to the challenged material;
 - b) read several reviews, if available;
 - c) check standard selection aids;
 - d) talk with persons who may be knowledgeable about the material in question and similar material;
 - e) discuss the material;
 - f) make a decision to recommend retaining or withdrawing the material;
 - g) file the recommendation of the committee with the principal and the superintendent or superintendent's designee;
 - h) notify the complainant of its recommendation and the disposition of the challenged material.
3. The complainant may appeal the decision to the superintendent or superintendent or superintendent's designee and, then, to the School Board.

Adopted: April 18, 2006

Revised July 15, 2008

Revised: April 16, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.0.2.
8 VAC 20-720-160.

Cross Refs.: IIA Instructional Materials
IGAH Family Life Education
INB Teaching About Controversial Issues
KL Public Complaints
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships



Request for Reconsideration of Learning Resources

Request by: _____

Representing: Myself
 Organization or Group (Please Identify) _____

Address: _____

Email: _____

Telephone: _____

How do you prefer to be contacted? _____

Title or Description of Item _____

Author or Editor: _____

Type of Material (book/film/record/speaker/software/other, please specify)

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?
 YES NO

2. Have you discussed this material with school staff who ordered it or who use it?
 YES NO

3. Are you aware of evaluations of this material by professional critics?
 YES NO

If no, would you be interested in receiving this information? _____

4. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

5. Does the general purpose for the use of the material as described by the school staff or in the Charles City County School Division's program objectives, seem a suitable one for you?
 YES NO

If not, please explain (attach additional material if necessary)

6. What actions(s) would you like to see the school take regarding this material?
 Do not assign it to my child The school should reevaluate the material
 Other- Explain: _____

7. Are there other materials of the same subject and format that you would suggest for consideration in place of this material?
 YES NO

If yes, please identify your suggestions.

Signature _____ Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

RELATIONS WITH COMMUNITY ORGANIZATIONS

The Schools shall cooperate with other governmental organizations and non-profit and non-partisan agencies, such as social services, recreation, health, safety, fire, civil defense, and law enforcement agencies, in promoting the general public interest and the educational welfare of the students.

Adopted: April 15, 2008

Revised: July 15, 2008

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70,22.1-78, 22.1-253.13:7.C.4.

Cross Refs: KF Distribution of Information/Materials

RELATIONS WITH PARENT ORGANIZATIONS

The Charles City County School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state and federal law. The School Board requests that parent-teacher organizations maintain a close relationship with the Board, administration and staff, and that they consider School Board and school policies when planning activities.

Adopted: April 15, 2008
Revised: July 15, 2008
Revised : April 15, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1 -70, 22.1-78, 22.1-253.13:7.C.4.

Cross Refs.:	IGBC	Parental Involvement
	KF	Distribution of Information/Materials
	KM	Relations with Community Organizations

SEX OFFENDER REGISTRY NOTIFICATION

The Charles City County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Charles City County school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

Annual Notification

At the beginning of each school year, the Charles City County school division shall notify parents and employees of this policy. The school board will also annually notify the parents of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website.

Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property including but not limited to:

- school bus drivers
- employees responsible for visitor registration
- employees responsible for bus duty
- security staff
- coaches
- playground supervisors, and
- maintenance personnel.

When registry information is disseminated, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others may be disciplined.

The Charles City County school division recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the division will not disseminate registry information to parents.

Use of Sex Offender Registry Information

Registry information shall only be used for the purposes of the administration of law enforcement, screening current or prospective school division employees or volunteers and for the protection of school division students and employees. Registry information shall not be used to intimidate or harass others.

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the Superintendent or his designee shall be notified immediately. The Superintendent or his designee may, in his or her discretion, notify local law-enforcement.

2. School Volunteers and Student Teachers. Each staff member shall submit to the Principal the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The Principal shall screen each student teacher and volunteers name and address against the registry information. If a match is found, the Principal shall notify the Superintendent, who shall confirm the match. If the match is confirmed, the Superintendent shall inform the individual, in writing, that he or she may not serve as a volunteer or student teacher. The notice shall provide the reason with reference to this policy. The Superintendent shall provide a copy of the notice to the Principal and staff member.
3. Contractors' Employees. In addition to ensuring that the certification requirements of Policy DJF Purchasing Procedures are met, the Superintendent shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:

The contractor shall not send any employee or agent who is a registered sex offender to my school building or school property. Monthly, the contractor shall check the registry to determine if any employee is registered.

4. School Division Employees. Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.
5. Applicants for Employment. Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the division.
6. Parents of Students and other Visitors. Persons who have been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may be present at school during school hours or during school related or school sponsored activities, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity only as provided in Policy KNA Violent Sex Offenders on School property.

When the school division learns that a parent of an enrolled student is a registered sex offender, other than a violent sex offender, the parent will be notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When a parent who is a registered sex offender is permitted at school or at school functions he or she will be monitored to ensure that he or she does not come into contact with any children other than his or her own children. Principals will consider requests from registered sex offenders in accordance with procedures prescribed by the superintendent.

When the school division learns that any person other than the parent of an enrolled student who is a registered sex offender, other than a violent sex offender, seeks to be present at school or at school functions, he or she will be notified in writing that he or she is barred from being present at school or school functions without the express written approval of the principal of the school the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others. Principals will consider requests from registered sex offenders in accordance with procedures prescribed by the superintendent.

7. Precautions to Protect Students. When the Superintendent determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect division students.

Requests for Registry Information

Anyone requesting registry information from the school division shall be referred to the State Police.

Adopted: July 17, 2007
Revised July 15, 2008
Revised July 19, 2011

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79,22.1-79.3,91-914 91-918 18.2-370.5, and 19.2-390.1.

Commonwealth v. Doe, 278 Va. 223 (Va. 2009).

Cross Ref: BBA School Board Powers and Duties
DJF Purchasing Procedures
KK School Visitors
KNA Violent Sex Offenders on School Property
KNAJ Relations with Law Enforcement Authorities

VIOLENT SEX OFFENDERS ON SCHOOL PROPERTY

No adult who has been convicted of a sexually violent offenses, as defined in VA. Code §9.1-902, may enter or be present, during school hours or during school-related or school sponsored activities, at any school, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school related or school-sponsored activity unless

- he is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his vote;
- he is a student enrolled at the school; or
- he has obtained a court order pursuant to Va. Code § 18.2-370.5.C allowing him to enter and be present upon such property, has obtained the permission of the school board or its desire for entry within all or part of the scope of the lifted ban, and is in compliance with the school boards* terms and conditions and those of the court order.

Persons who have been convicted of other sexual offenses may be permitted to be present at school in certain circumstances in accordance with Policy KN Sex Offender Registry Notification.

Adopted: July 15, 2008

Revised: July 19, 2011

Legal Ref: Code of Virginia, 1950, as amended, §§ 9.1-902,18.2-370.5.
Commonwealth v. Doe, 278 Va. 223 (2009).

Cross Ref: KK School Visitors
KN Sex Offender Registry Notification

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Investigations by Law Enforcement Officers at School

When it becomes necessary for any law enforcement officer to interrogate a student on school premises, the principal shall be contacted immediately. The principal or his/her designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or his/her designee shall be present throughout the interrogation.

Service of Process at School

Should there be a need to serve a student or school employee with any "legal process", the School Board encourages the process to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they shall be served at the principal's office of the school at which the student is in attendance or the mail office of the facility at which the employee who is assigned.

In any case in which custody or visitation of a minor child is at issue and a summons is issued for the attendance and testimony of a teacher or other school employee who is not a party to the proceeding, if such summons is served on school property, it may be served only by a sheriff or his deputy.

Development of Programs

The superintendent shall seek to develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs and procedures to prevent violence and crime on school property and at school-sponsored events. The superintendent shall obtain and use Sex Offender Registry information in accordance with Policy KN.

Report to Law Enforcement Officials

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to local law-enforcement officials all incidents listed below that may constitute a criminal offense:

1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in §18.2-248.1:1, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft of or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property, or at school-sponsored activity; or

4. the illegal carrying of a firearm, as defined by Va. Code § 22.1 -277.07, onto school property;
5. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school sponsored activity; or
6. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses.

The principal may report to local law enforcement officials any incident involving the assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity.

Adopted: July 19, 2005
Revised: July 19, 2011

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 8.01-293, 9.1-101 16 1-264 22.1-279.3:1, 22.1-280.2:1, 22.1-293(B-D).

Cross Refs.: JFC Student Conduct
JGD/JGE Student Suspension/Expulsion
CLA Reporting Acts of Violence and Substance Abuse
KN Sex Offender Registry Information

REPORTS OF MISSING CHILDREN

The Charles City County School Division shall receive reports of the disappearance of any child living within the school division from local law enforcement pursuant to Va. Code 6 52-31.1.

Upon notification by a local law-enforcement agency of a child's disappearance, the principal of the school in which the child was enrolled at the time of the disappearance shall indicate, by mark, in the child's cumulative record that the child has been reported as missing. Upon notification by law enforcement that the child is located, the principal shall remove the mark from the record.

Upon receiving a request from any school or person for copies of the cumulative records and birth certificate of any child who has been reported by a local law-enforcement agency to be missing, the school being requested to transfer the records shall immediately notify the law enforcement agency that provided the report to the school of the child's disappearance of the location of the school or person requesting the cumulative records and birth certificate of the child, without alerting the requestor of such report.

For the purposes of this policy, a "mark" means an electronic or other indicator that (i) is readily apparent on the student's record and (ii) will immediately alert any school personnel that the record is that of a missing child.

Adopted: April 3, 2007

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-288.1; 52-31.1,

PARENTAL RIGHTS AND RESPONSIBILITIES

A. When parents of a student are estranged, separated, or divorced, all personnel will respect the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right to

1. view the child's school records, in accordance with Policy JO Student Records;
2. receive school progress reports, the school calendar, and notices of major school events;
3. visit the school in accordance with Policies KK School Visitors, KN Sex Offender Registry Notification, and KNA Violent Sex Offenders on School Property;
4. participate in parent-teacher conferences; in the case of the noncustodial parent, after a timely request is made;
5. receive all notifications in accordance with the Individuals with Disabilities Education Act; and
6. receive notice of the student's extended absence, as defined in and pursuant to Policy JED Student Absences/Excuses/Dismissals, if both parents have joint physical custody.

B. Parent Responsibilities

The custodial parent has the responsibility to

1. keep the school office informed of his address and how he or she may be contacted at all times;
2. provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent; and
3. provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent.

The noncustodial parent has the responsibility to keep the school office apprised of changes in his or her current phone number and address. Further, the noncustodial parent may make timely requests to participate in parent-teacher conferences. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary.

Adopted: July 19, 2005
Revised: April 17, 2012

Legal Refs: 20 U.S.C. §1232g.
34C.F.R. §99.4.
Code of Virginia, 1950, as amended, §§ 22,1-4.3,22.1-78,22,1-287.

Cross Refs: JED Student Absences/Excuses/Dismissals
JO Student Records
KK School Visitors
KN Sex Offender Registry Notification
KNA Violent Sex Offenders on School Property

COMMERCIAL, PROMOTIONAL AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

Generally

The Charles City County School Board recognizes that corporate and other private sponsorship of programs and activities related to education can provide valuable enhancement of the educational program offered by the Board. For that reason, the Charles City County School Board may enter into commercial, promotional and corporate sponsorship and partnership arrangements under certain conditions.

Definitions

An "educational partnership" is a mutually beneficial, co-operative relationship in which partners share values, objectives and/or human or financial resources to enhance learning for students.

An "educational sponsorship" is an arrangement pursuant to which the sponsor provides money, price reductions, equipment, materials, services or other benefits in exchange for recognition of its products or entity for a specified period of time.

Authority to Enter into Agreements

On behalf of the School Board, principals may enter into sponsorships and partnerships for their schools when the sponsorship or partnership does not extend beyond a single school year or exceed \$5,000 in value to the school.

On behalf of the School Board, the superintendent may enter into sponsorships and partnerships which will benefit more than one school or the division as a whole. The superintendent may also enter into sponsorships and partnerships when the sponsorship or partnership extends beyond a single school year or exceeds \$5,000 in value.

The School Board may create a Sponsorship Review Committee to approve any sponsorship or partnership which the Board determines should be considered by the Committee. The School Board shall establish criteria identifying proposed sponsorships and partnerships which must be approved by the Committee rather than by a principal or the superintendent. If the Committee's decision regarding the proposed sponsorship or partnership is not unanimous, the decision may be appealed to the School Board by either the potential sponsor or partner or by a member of the Sponsorship Review Committee.

Requirements

Any agreement to enter into an educational sponsorship or educational partnership will be in writing.

The written agreement shall include:

- A statement of the educational purpose for the relationship.
- A statement that the School Board has the right to terminate the agreement without penalty if it determines that the agreement is having an adverse impact on the educational experience of students.

- A statement that if an agreement is terminated because of an adverse impact on the educational experience of students, no other agreement for an educational partnership or sponsorship will be entered into between the School Board and the partner or sponsor whose agreement has been terminated for a specified period of time.
- A statement detailing the specific benefits to the school or school division from the agreement.
- A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of whether the agreement permits the sponsor or partner to advertise in connection with the agreement and, if so, the extent of such advertising.
- A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If no exclusive rights are created, the agreement shall include a statement that the existence of the sponsorship or partnership will not limit the discretion of the School Board or its personnel in the use of sponsored or non-sponsored materials.
- The duration of the agreement.
- A statement that the school or School Board retains the exclusive right to authorize the use of its name, logo, or other similar information.
- A statement that the school or School Board must approve its identification as a partner or co-sponsor in all publicity materials.
- A statement of the monetary value to be received by the school or school division pursuant to the agreement.
- A statement defining how the benefits arising from agreement will be distributed.
- A statement of the basis on which students will be permitted to participate in the program or otherwise benefit from the agreement.
- A statement that the sponsor or partner assumes the responsibility for obtaining the consent of any student or School Board employee whose likeness may appear in any materials disseminated by the partner or sponsor.
- A statement disclosing any relationship between the sponsor or partner, or any of its employees or major stockholders, and any student, School Board employee, School Board member, or the superintendent.
- A statement that all partnerships and sponsorships will be consistent with all federal and state laws, local ordinances and School Board policies and regulations and with all preexisting School Board contracts. If the terms of the partnership or sponsorship agreement establish that the employees, contractors or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours or during school-sponsored activities, the School Board will require the partner or sponsor to provide certification that all such persons have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

- A statement that no partnership or sponsorship shall exploit any student or School Board employee.
- A statement that no sponsor or partner shall be permitted to collect personal information, including names, addresses or telephone numbers of students or School Board employees because of the partnership or sponsorship.
- A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials.
- A statement that any participation by any student or School Board employee in any activity established pursuant to the agreement will be purely voluntary. If a student or School Board employee wants to participate in any sponsored or partnered activity but objects to using the materials provided by the sponsor or partner, the sponsor or partner must supply substantially similar materials to which the student does not object for that student to use in the activity. If a student objects to using materials provided by the sponsor or partner, the School Board employee in charge of the activity shall provide for a means by which the student's objections are made known to other students involved in the activity and by which those objections are discussed in an educational manner.

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Prohibitions

No agreement shall be entered into if the sponsorship or partnership involves or gives the appearance of involving any activity which could result in the following:

- promotion of hostility or violence;
- an attack on ethnic, racial, or religious groups;
- discrimination prohibited by any law or School Board policy;
- promotion of the use of drugs, alcohol, tobacco or firearms;
- promotion of sexual, obscene or pornographic activities; or
- promotion of any image that is not in keeping with the established goals and purposes of the School Board.

Adopted: July 21, 2009
Revised: April 15, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-89.4, 22.1-296.1

Cross Refs.:	DJF	Purchasing Procedures
	DJG	Vendor Relations
	DO	Non-Locally Funded Programs
	IIAA	Textbook Selection, Adoption, and Purchase
	IIAB	Supplementary Materials Selection and Adoption
	IICB/IICC	Community Resource Persons/School Volunteers
	JFCB	Sportsmanship, Ethics and Integrity
	JHCF	Student Wellness
	JL	Fund Raising and Solicitation
	KA	Goals for School-Community Relations
	KH	Public Gifts to the School
	KLB	Public Complaints about teaming Resources
	KM	Relations with Community Organizations

CHARLES CITY COUNTY SCHOOL DIVISION