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SECTION K: School-Community Relations

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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: June 13, 2005

Revised: August 11, 2008; June 11, 2012; May 12, 2014

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

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|--------------|------|--|
| 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 |
| | IGBC | Parental Involvement |

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PUBLIC INFORMATION PROGRAM

The Prince George 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: June 13, 2005

Revised: June 11, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78₂

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

REQUESTS FOR INFORMATION

Prince George School Board complies with the Virginia Freedom of Information Act. Except as otherwise specifically provided by law, all public records are open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. All requests for information are processed in accordance with KBA-R Requests for Information.

The name(s) and contact information for the person(s) Prince George School Board has designated as its Freedom of Information (FOIA) Officer(s) is listed in regulation KBA-R Requests for Information and posted at the School Board office and on the division's website. The FOIA Officer(s) serve(s) as a point of contact for members of the public in requesting public records and coordinate(s) the School Board's compliance with FOIA. The FOIA officer(s) receive(s) training at least annually from the School Board's legal counsel or the Virginia Freedom of Information Advisory Council.

Adopted: June 13, 2005
Revised: July 11, 2016; June 29, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2.

Cross Ref.: KBA-R Requests for Information

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Rights & Responsibilities

The Rights of Requestors and the Responsibilities of Prince George County Public Schools under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located at § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials and public employees.

A public record is any writing or recording – regardless of whether it is a paper record, an electronic file, an audio or video recording or record in any other format – that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open to the public and may only be withheld if a specific statutory exemption applies.

The policy of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

FOIA Rights

- A citizen of the Commonwealth has the right to request to inspect or receive copies of public records, or both.
- A citizen of the Commonwealth has the right to request that any charges for the requested records be estimated in advance.
- If a citizen of the Commonwealth believes that their FOIA rights have been violated, the citizen may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, they may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for Records from Prince George County Public Schools

- A citizen of the Commonwealth may request records by U.S. Mail, fax, e-mail, in person or over the phone. FOIA does not require that a request be in writing, nor that it specifically state that records are being requested under FOIA.
- As a practical matter, it may be helpful to both the requestor and the person receiving the request to put the request in writing. This creates a record of the request. It also gives us a clear statement of what records are requested, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to a FOIA request if it is not put in writing.

- A request must identify the records sought with “reasonable specificity.” This is a common-sense standard. It does not refer to or limit the volume or number of records requested; instead, it requires the requestor to be specific enough so that we can identify and locate the records that are requested.
- A request must ask for existing records or documents. FOIA creates a right to inspect or copy records; it does not apply to general questions about the work of Prince George Public Schools, nor does it require Prince George Public Schools to create a record that does not exist.
- A requestor may choose to receive electronic records in any format used by Prince George Public Schools in the regular course of business. For example, if requested records are maintained in an Excel file, the requestor you may elect to receive those records electronically, via e-mail or on a computer disk or to receive a printed copy of those records.
- If we have questions about a request, please cooperate with staff’s efforts to clarify the type of records sought, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss a request to ensure that we understand what records are being sought.

To request records from Prince George Public Schools, direct your request to Prince George Public Schools’ designated Freedom of Information Act Officer (FOIA Officer) who is responsible for serving as a point of contact for members of the public who wish to request public records. The Prince George Public Schools FOIA Officer is:

Rebecca B. Kirk, Clerk of the Board - bkirk@pgs.k12.va.us or 804-733-2700

In addition, the FOIA Advisory Council is available to answer questions about FOIA. The Council may be contacted by e-mail at foiacouncil@dls.virginia.gov or by phone at (804) 225-3056 or 1-866-448-4100.

Prince George County Public Schools’ Responsibilities in Responding to Your Request

Prince George County Public Schools must respond to a request within five working days of receiving it. “Day One” is considered the day after the request is received. The 5-day period does not include weekends or holidays.

The reason behind a request for public records from Prince George County Public Schools is irrelevant and a requestor does not have to state why they want the records before we respond to the request. FOIA does, however, allow Prince George County Public Schools to require a requestor to provide their name and legal address.

FOIA requires that Prince George County Public Schools make one of the following responses to a request within the 5-day time period:

1. We provide the records requested in their entirety.
2. We withhold all of the records requested, because all of the records are subject to a specific statutory exemption or exemptions. If all of the records are being withheld, we must send a response in writing. That writing must identify the volume and subject matter of the records withheld and state the specific section(s) of the Code of Virginia that allows us to withhold the records.
3. We provide some of the records requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide the remainder of the record. We must provide the requestor a written response stating the specific section(s) of the Code of Virginia that allows portions of the requested records to be withheld.
4. We inform the requestor in writing that the requested records cannot be found or do not exist (we do not have the records requested). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response.
5. If it is practically impossible for Prince George County Public Schools to respond to the request within the 5-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us 7 additional working days to respond to the request, giving us a total of 12 working days to respond to the request.

If a request is made for a very large number of records and we feel that we cannot provide the records within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to the request. However, FOIA requires that we make a reasonable effort to reach an agreement with the requestor concerning the production of the records before we go to court to ask for more time.

Costs

Prince George County Public Schools may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying or searching for the requested records. Prince George County Public Schools will not impose any extraneous, intermediary or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the schools. Any duplicating fee charged by Prince George County Public Schools will not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the requestor as set forth in subsection Va. Code § 2.2-3704.F.

The requestor may have to pay for the records requested from the Prince George County Public Schools. FOIA allows us to charge for the actual costs of responding to FOIA requests. This includes items like staff time spent searching for the requested records, copying costs or any other costs directly related to supplying the requested records. It does not include general overhead costs.

If we estimate that it will cost more than \$200 to respond to a request, we may require the requestor to pay a deposit, not to exceed the amount of the estimate, before proceeding with the request. The five days that we have to respond to the request does not include the time between when we ask for a deposit and when the requestor responds.

A requestor may request that we estimate in advance the charges for supplying the records requested. This will allow the requestor to know about any costs upfront, or give the requestor the opportunity to modify the request in an attempt to lower the estimated costs.

If a requestor owes us money from a previous FOIA request that has remained unpaid for more than 30 days, Prince George County Public Schools may require payment of the past-due bill before it will respond to a new FOIA request.

Types of Records

The following is a general description of the types of records held by Prince George County Public Schools:

- Personnel records concerning employees and officials of Prince George County Public Schools
- Scholastic records
- Business and finance records
- Operational records involving support departments such as Technology, Transportation, Facilities, Food Services, etc.
- Agendas, minutes and other records of the meetings of the School Board and committees appointed by the School Board (which are also available on the Prince George County Public Schools website at www.k12.va.us)
- Records of contracts to which Prince George County Public Schools is a party

Commonly Used Exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. Prince George County Public Schools commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))
- Vendor proprietary information (§ 2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))
- Records related to critical incident response (§ 2.2-3705.2 (14))
- Scholastic records (§ 2.2-3705.4(1) and 20 U.S.C. § 1232g)

Policy Regarding the Use of Exemptions

The general policy of Prince George County Public Schools is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of Prince George County Public Schools.

The general policy of Prince George County Public Schools is to invoke the contract negotiations exemption whenever it applies in order to protect Prince George County Public Schools bargaining position and negotiating strategy.

The general policy of Prince George County Public Schools is to invoke the scholastic records exemption in those instances where it applies in order to protect the privacy of students and comply with other state and federal laws governing the privacy of student records.

Adopted: June 29, 2017

REQUESTS FOR INFORMATION

The Prince George School Board is committed to full compliance with the Virginia Freedom of Information Act (FOIA) and processes all requests for information in accordance with the following procedures.

Rebecca Kirk, Clerk of the Board, is the School Board's FOIA Officer. The FOIA Officer serves as a point of contact for members of the public in requesting public records and coordinate(s) the School Board's compliance with FOIA. The FOIA Officer may be reached at (804)733-2700.

Access to Records

1. Official records subject to disclosure under the Freedom of Information Act are open during the regular office hours of the School Board's central office.
2. When practicable, the most recent school board meeting minutes are available on request at the central office.
3. Unless otherwise specified by the FOIA Officer, inspection of records takes place at the central office of Prince George County Public Schools, and records are not 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 are produced in any tangible medium or format identified by the requester that is regularly used in the ordinary course of business by the Prince George County School Board, 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 identification must be presented, or a photocopy thereof must be provided, before any person is 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 FOIA Officer or designee is present during inspection or copying of records. A record of each inspection is made, using form KBA-F2 Record of Inspection and/or Delivery of Copies.

Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the Prince George County Public Schools FOIA Officer at: 6410 Courts Drive, P.O. Box 400, Prince George, VA 23875 – 804-733-2700 – 804-861-5271 (fax).

3. Requesters should make their requests using Form KBA-F1 Request for Public Records. Requests received via telephone are transcribed onto Form KBA-F1 Request for Public Records by School Board staff. Written requests other than on Form KBA-F1 Request for Public Records are appended to a copy of the form by staff, who fill out as much of the form as possible.
4. School Board staff provide Form KBA-F1 Request for Public Records 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 FOIA Officer. Telephone inquiries are redirected to the FOIA Officer. Any written requests received by building personnel are immediately forwarded to the FOIA Officer 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 provides the requested records to the requester or makes one of the following responses in writing:
 - (a) The requested records are being entirely withheld. 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(s) or other law that authorizes the withholding of the records.
 - (b) The requested records are being provided in part and are being withheld in part. 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) or other law which authorizes the withholding of the records.
 - (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 includes 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 specifies the conditions which make a response impossible. If the response is made within five working days, one of the preceding responses is provided within an additional seven-day period.

No public record is withheld in its entirety on the grounds that some portion of the public record is excluded from disclosure by law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure applies to the entire content of the public record. Otherwise, only those portions of the public record containing information subject to an exclusion may be withheld, and all portions of the public record that are not so excluded are disclosed.

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 begins on the first working day following the day the request is received by the school division, and ends 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 is not counted in calculating the five working days.

Processing of Requests

1. The FOIA Officer, after receiving a request, promptly makes 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 FOIA Officer is unsure whether the requested documents should be provided to the requester, legal advice is promptly sought.
3. If the FOIA Officer is uncertain whether the requested records exist or where they may be located, efforts are 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 FOIA Officer promptly consults with School Board 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 is taken into account. The following costs are charged at the rates indicated, not to exceed actual cost:
 - Staff member search time, charged by the quarter hour
 - Computer search time, charged per quarter hour
 - Computer printouts, charged at the rate of .25 cents per page
 - Photocopies (including those necessary to perform redactions), charged at the rate of .25 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 FOIA Officer 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. Any records to be disclosed are assembled for inspection and copying by School Board staff, under the direction and supervision of the FOIA Officer.
9. School Board staff are 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-F1 Request for Public Records.

Adopted: June 13, 2005

Revised: July 9, 2007; August 9, 2010; April 20, 2015; July 11, 2016; July 16, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.01, 2.2-3704.2.

Cross Ref.: KBA Requests for Information

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REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

E-mail address _____

Phone _____

I am a (check one):

Citizen of the Commonwealth of Virginia

Member of the Press referenced in Va.

Code §2.2-3704 News Organization

Identification must be presented prior to inspection of records or receipt of copies. A photocopy of identification is acceptable with a mailed/faxed request.

I am requesting access to the following records (please be as specific as possible, and attach additional paper if necessary):

Reasonable costs may be assessed in connection with this request. A current schedule of costs appears in Regulation KBA-R Requests for Information. If the costs associated with this request are expected to exceed \$200, the requestor will be asked to pay the estimated costs before the request is processed.

In addition, the requestor may ask for an advance determination of the cost of the request. Please indicate here if you would like an advance determination of cost.
Yes ___ No ___

If you are requesting copies, please specify the format in which you would like to receive them. The school division will provide the record(s) in the requested format if that medium is used by it in the regular course of its business.

Specify format desired (if available):

Photocopies

E-mail (give address): _____

Website posting

Other (please specify): _____

Signature

Date

RETURN COMPLETED FORM TO:
PRINCE GEORGE COUNTY PUBLIC SCHOOLS
Attn: Clerk of the Board
6410 Courts Drive, P.O. Box 400
Prince George, VA 23875

| |
|---|
| STAFF USE ONLY |
| Date Request Received: _____ |
| Request was made (check one) |
| <input type="checkbox"/> by requester on this form |
| <input type="checkbox"/> by telephone |
| <input type="checkbox"/> in writing other than on form (attach original request) |
| Date Response Sent: _____ (attach copy) |
| <input type="checkbox"/> Identification Verified Type: _____ Number: _____ |
| <input type="checkbox"/> Itemized Cost Estimate Attached |

**RECORD OF INSPECTION and/or
DELIVERY OF COPIES**

Inspection of Public Records

Date _____ Time In _____ Time Out _____

Person Inspecting Records

Name Signature

Staff Person in Attendance

Name Signature

Records Reviewed (describe)

Copies of Public Records

| <u>Record</u> | <u>No. Pages</u> | <u>Delivery Method (mail, e-mail, etc.)</u> | <u>Date of Delivery</u> | <u>Cost (if any)</u> | <u>Date and Method of Payment</u> |
|---------------|------------------|---|-------------------------|----------------------|-----------------------------------|
|---------------|------------------|---|-------------------------|----------------------|-----------------------------------|

Staff Person Providing Copies

Name Signature

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: June 13, 2005

Revised: July 9, 2007; August 11, 2008; June 11, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-287, 22.1-287.1.

Cross Ref.: JO Student Records
 KB Public Information Program

RELATIONS WITH THE NEWS MEDIA

Generally

The board shall cooperate with the news media in providing the public with pertinent facts concerning the schools. The superintendent shall establish a basic and reliable source to whom the news media may turn for information regarding the division schools.

Attendance at Board Meetings

The board encourages the attendance of representatives of the news media at all open board meetings.

Interviews

The board permits the interviewing of students and teachers during the school day when approved by the school principal and the superintendent and only when such interviews do not disrupt the educational program or cause undue confusion.

Representatives of the news media who wish to conduct interviews are subject to all policies and regulations governing visitors to school property.

Local School News

The board encourages the dissemination of news regarding individual school events and the activities of the students. The superintendent shall encourage the news media to cover these events. It would be helpful if each school would appoint a member of the staff to serve as a direct liaison with the media.

Broadcasting of Athletic Contests

The superintendent may permit the broadcasting of home athletic contests by radio or television in accordance with the regulations of the Virginia High School League, provided either that such broadcast is appropriate. It shall be clearly understood that the board does not endorse the product or products of any sponsor.

Adopted: June 13, 2005

INTERNET PRIVACY

The Prince George County School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act. The Prince George 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:

Prince George County Public Schools Internet Privacy Policy Statement

The following information explains the Internet Privacy Policy, which the Prince George 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.

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 the Director of Technology, 6410 Courts Drive, P. O. Box 400, Prince George, VA 23875 or by calling (804) 733-2700.

Adopted: June 13, 2005
Revised: May 12, 2014

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

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

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Prince George 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: June 13, 2005

Revised: June 11, 2012

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

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 Prince George School Board to observe its deliberations. Any member of the community may address the Board on matters related to Prince George 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 shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. Upon recognition by the chairman, the speaker shall address himself to the chairman and if, at the conclusion of his remarks, any member of the School Board desires further information, the member will address the speaker only with the permission of the chairman. 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 of three minutes designated by the School Board, will be allocated at each regular meeting for community members to present matters of concern.

Adopted: June 13, 200

Revised: August 11, 2006; May 12, 2014; July 11, 2016

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

Cross Ref.: BDDE Rules of Order

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PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Citizen Participation

Presentations to the Board

The public and members of the school division staff as individuals or as members of an employee organization, as differentiated from them in an official capacity appearing in line of duty, shall have the opportunity to make presentations to the Board; provided, however, that the Board does not hereby obligate itself to act on any request or proposal whether or not it is informal or formal, or in writing or verbal. The Board reserves the right to limit presentations and to refuse to hear those coming from the floor of a Board meeting without advance notice.

Advance Request Procedure – Formal

A person who wishes to address the Board should make his request in writing, to the Clerk indicating the subject of his presentation. This should be done at least five days prior to the meeting.

Recognition from the Floor – Informal

Recognition from the floor in the case where no advance request was made by the person desiring recognition may be granted at the discretion of the Chairman at a specific time during the meeting.

Addressing the Board

Upon recognition by the Chairman, the speaker should clearly state his name, address and the subject of his remarks. He shall address himself to the Chairman and if, at the conclusion of his remarks any Board member desires further information, said member shall address the speaker only with the permission of the Chairman. The courtesy of the Board shall be extended to the speaker and the speaker shall respect the privilege extended by the board to be ruled out of order by the Chairman.

Time Limitations

The time allotted to any speaker shall be at the discretion of the Chairman, but generally should not exceed three to five minutes.

Complaints Regarding Students or Employees of the Board

The Board shall not honor any request of individuals or groups who desire to discuss or present complaints against students or Board employees either singularly or collectively, until or unless such complaints have gone through the proper channels and the Superintendent has received the complaint in writing.

The Chairman shall rule such speaker to be out of order until he has complied with the guidelines established in the preceding paragraph.

Recommended Procedures for Public Comments in Relation to Citizen Participation A.
(Presentations to the Board)

1. Presentation (by specified person)
2. Public Concerns
 - a. Does anyone wish to make a public comment?
 - b. Establish time limits (Board Chairman)
 - (1) When seeking the floor, each person wishing to speak may stand, state his name, and identify his job responsibility
 - (2) Address the Board, speak directly and calmly
 - (3) Stay within allotted time – 3-5 minutes
 - (4) No person may speak twice on a given topic until all desiring to do so have had an opportunity to be heard
 - (5) Stop speaking when directed by chairman
 - c. Public comments are closed (chairman)
 - d. Board's deliberation or comments, if necessary
 - e. Superintendent's recommendation, if necessary
 - f. Board's action, if needed

Adopted: June 13, 2005

DISTRIBUTION OF INFORMATION/MATERIALS

The Prince George 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 regarding activities related to the educational mission of the Prince George 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, electronic cigarettes 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.

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: June 13, 2005

Revised: December 11, 2006; August 11, 2014

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, 22.1-79.5, 22.1-131, 22.1-279.6 and 22.1-293(B-D).

Aug. 2014

File: KF
Page 2
(Option 1)

| | | |
|--------------|-------|--|
| 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 |

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REGULATIONS FOR THE DISTRIBUTION OF INFORMATION/MATERIALS

Purpose

It is the intent of the Prince George County School Board to provide guidelines for distribution or display of printed informational materials and announcements sent home with students or displayed within the school.

Definitions

“Nonprofit community organizations” are organizations operating in Prince George County that provide documentation of nonprofit status.

“Community organization or business” is a group or business that operates in Prince George County.

Procedures

Printed informational materials and announcements from the following organizations shall be permitted to be distributed directly to students through take-home flyers or in a similar manner, or displayed on any tables, magazine racks, or similar areas, as designated by the school at any time during the school year:

- * Prince George County Public Schools;
- * Federal, state or local government entities;
- * PTAs operating within Prince George County Public Schools; and
- * Other parent-teacher organizations operating in Prince George County Schools; i.e., booster clubs.

Printed informational materials and announcements from nonprofit community organizations and all other community organizations or businesses must include the following disclaimer: “These materials are neither sponsored nor endorsed by the School Board, the Superintendent or this school.”

All organizations seeking to distribute any materials to students and employees are required to forward the request, within a reasonable period, to the Office of the Superintendent for approval prior to distribution. If approved by the superintendent, or his designee, the organization shall be responsible for all duplication and delivery of materials. All printed informational materials and announcements must be collated into stacks of 25 to minimize staff time necessary for the handling of materials.

All printed informational materials and announcements must be delivered to the school at least three school days prior to the day designated for distribution. The building principal must be contacted to make arrangements for the delivery of the material in order to minimize any undue intrusions on students and employees.

Adopted: December 11, 2006

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 used as part of the educational curriculum for a student or used in connection with any survey, analysis, or evaluation as part of any federally funded program are available for inspection by the parents or guardians of the student in accordance with Policy KBA Requests for Information.

B. Participation in Surveys and Evaluations

No student is 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
- (8) 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 unemancipated 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 that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature 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 questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or

results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent and exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

No questionnaire or survey requesting the students provide sexual information shall be administered to any student in kindergarten through grade six.

D. 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 Requests for Information.

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. - Participation in Surveys and Evaluation, the privacy of students to whom the survey is administered will be protected by:

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
8. 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 unemancipated minor, without the prior written consent of the parent.

II. Physical Examinations and Screenings

If the Prince George 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 are not administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire 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 schools 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 tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or 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 the policy. The Board offers 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 nonemergency, 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 directly notifies 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;
- any nonemergency, 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: June 13, 2005

Revised: August 14, 2006 (administratively); August 8, 2011; December 8, 2014;
July 13, 2015

Legal Refs.: 20 U.S.C. § 1232h.

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

Cross Refs.: IFB Pilot, Research or Experimental Projects
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 applications 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 the 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: June 13, 2005

Revised: August 13, 2012; June 29, 2017

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.

Acts 2016, c. 647.

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

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COMMUNITY USE OF SCHOOL FACILITIES

General Policy

School facilities, including buildings and grounds, are designed and constructed for the primary purpose of supporting educational programs of the school system. The Prince George County School Board encourages the use of these facilities by the public when such use does not inhibit the basic purpose of the educational program. School related groups and the School Board shall be given priority in the use of school facilities. Application by other groups will be taken on a first come, first serve basis. Operational charges and custodial fees for the use of these facilities are not for the purpose of generating revenue, but are to restrict expenditure of educational funds to educationally related uses. Operational expenses such as heating, cooling, lights, water, custodial fees and other costs make it necessary to charge a nominal fee for non-school use of these facilities. For purposes of this policy, operational and custodial fees are effective Monday through Friday before 7:00 A.M. and after 4:30 P.M., and all day Saturday, Sunday and holidays.

Operation usage fees, custodial, and food service fees shall be charged for use of a school area by an individual group as authorized by the School Board. Usage fees shall be required of all individuals and groups using school areas, except PTAs, lay advisory committees or community councils and groups created for the sole purpose of supporting Prince George Schools.

All publicity (e.g., posters, brochures, throw-aways, radio or television announcements) must carry the name of the individual group sponsoring the event. The school or School Board may not be identified as a sponsor.

Neither the names nor addresses of schools may be used as the official address or headquarters of an organization.

The fact that a group is permitted to meet at a school facility does not in any way constitute an endorsement of the group's policies or beliefs by the School Board.

If the school is closed on the day of an event or a Friday preceding a weekend event because of snow or other emergency conditions, all scheduled events will be canceled.

Frequency of Use

In order to insure that School Board facilities are available to the greatest number of people, **no reservations for the use of school areas may be made more than six months in advance.**

Responsibility

Prince George County School Board assumes no responsibility for property brought on the premises by a using organization, its members or guest, or for lost or stolen items. The Prince George County School Board also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the application and the organization, which he represents, shall be held financially responsible for any damages to the building, its furniture, and equipment during the period of use. The group to whom the facilities is rented shall hold the school and the School Board harmless for any damage or claims arising from the action of the permit holder, his/her employees or agents, or patrons while the facility is in use. The School Board reserves the right to revoke or deny approval to any individual or organization that does not comply with policies and regulations governing the use of the facilities. A certificate of insurance naming Prince George County Public Schools as an additional insured must accompany the application.

RULES AND REGULATIONS PERTAINING TO THE USE OF SCHOOL FACILITIES

1. Application to use a school facility must be completed and submitted to the Superintendent, or designee, at least twenty (20) days prior to the anticipated use of the facility. All copies of the "Application for Use of School Facilities" form MUST be submitted. Copies will be mailed to the appropriate persons after processing. The Superintendent, or designee, has the right to approve or disapprove, at any time, any application for the use of school facilities.
2. Custodial fee, if any, and operational charges must be submitted within ten (10) days to the Director of Finance. Checks are to be made payable to the school where the activity occurred. Custodial fees or operational fees will not be charged during normal school work hours.
3. The person signing the application and the organization will be held financially responsible for any damage to the building, furniture or equipment.
4. No facility may be considered as reserved until the Superintendent, or designee, has approved the written application, and the application has been issued to the applicant.
5. The application form for the use of a school facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the school building is being sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, information as to whether the meeting or activity is to be advertised, and a statement concerning how any financial proceeds are to be distributed.

6. Other than activities sponsored by school-related organizations or school groups; e.g. PTA, Boosters, Athletic Teams, Choral, Band, School Clubs, etc., or School Board, no series of meetings or engagements will be allowed without special authorization of the Superintendent, or designee.
7. **The school facility may not be used for profit-making activities of any individual or entity without the approval of the School Board.** Activities sponsored by school related organizations or school groups (i.e. PTA, Boosters, Athletic Teams, Choral, Band, School Clubs, etc., or School Board) can be approved by the principal with funds to benefit the respective organization or group.
8. The organization using the facility will be expected to leave the facility ready for services the next day. Custodial services do not include transporting equipment or supplies, arrangement of any special furniture or equipment, or supervision of activities or crowds.
9. **Cafeteria kitchens may not be used unless the cafeteria manager, or his/her representative, is on duty.**
10. Only school furniture provided for a particular facility may be used. Any rearrangement of school furniture must be done by the group using the building, but only after securing the permission of the school principal.
11. Smoking is not permitted in any part of the school building or on school grounds. No alcoholic beverages shall be permitted in the school building, or on school grounds. Possession or use of weapons is prohibited. Violators will be reported to the proper authorities.
12. Occupancy is limited to the number of persons, seat for seat, that the facility is designed to accommodate and as posted.
13. Staging or decorations must be done so as not to deface or damage any property, and must be pre-approved by the school principal.
14. Gymnasium shoes are to be worn by persons using the gymnasium floor. No shoes that make black marks will be allowed. Only school groups may use the facilities for a dance.
15. All organizations using school facilities shall be required to employ police officers for crowd control when deemed necessary by the superintendent or school principal.
16. **A pre-event meeting with applicable school personnel and applicant must be conducted approximately three weeks prior to the use of facility. Schedule the meeting with the school principal.**

PERSONNEL SERVICE FEES

A charge for the services of custodial and/or **cafeteria** personnel will be made if such personnel would not otherwise be on duty. **Such employees will be compensated at their prevailing overtime rate.**

The using organization will be billed for any overtime costs in excess of the estimated amount.

OPERATIONAL CHARGES FOR USE/RENTAL OF SCHOOL FACILITIES

Fees for operational use of buildings, grounds, facilities, custodial, security and food service fees are established to defray building operation costs and are effective July 1, 2005, as follows:

| AREA | 3 HOUR MINIMUM CHARGE | EACH ADDITIONAL HOUR OR FRACTION THEREOF |
|--|------------------------------|---|
| Library or Classroom | \$75 | \$25/hour |
| Cafeteria | \$100 | \$35/hour |
| Auditorium/High School Gym | \$300 | \$100/hour |
| Open Commons | \$100 | \$35/hour |
| Gym/Multipurpose (other than high school) | \$150 | \$50/hour |
| Athletic Field/Parking Lot | \$30 | \$10/hour |
| Athletic Field With Lighting | \$100 | \$35/hour |
| Student Lighting/Sound | Contracted Rate | Contracted Rate |
| Custodial Personnel Fees* | Contracted Rate | Contracted Rate |
| Cafeteria Personnel | Contracted Rate | Contracted Rate |
| Building/Grounds** | Vendor Fee (non-school) | \$50 per event |

*Custodial charges will include 30 minutes before and 30 minutes after the scheduled event, with a 3-hour minimum.

**Vendor fee written to school for inclusion in General Account Fund

Adopted: August 8, 2005

Revised: December 14, 2009

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Office of the Superintendent
6410 Courts Drive, P. O. Box 400
Prince George, VA 23875

APPLICATION FOR THE USE OF SCHOOL FACILITIES

This application to use the school facility must be completed and submitted to the superintendent at least 20 days prior to the anticipated use of the facility. The applicant should read the **Prince George County School Board Rules and Regulations**, which accompany this application before submitting it to the Prince George School Board Office. All custodial personnel fees (if any) and operational charges must be submitted with the application. Make checks payable to the school where the activity is to occur. In the event that the request to use a school facility is denied, the check will be returned to the applicant. There is no insurance coverage for accidents or for the acts of omissions of person not employed by Prince George County School Board. Therefore, your organization must provide a **Certificate of Insurance** to cover those participating in your activity. For information or assistance concerning the use of school facilities, please contact the Assistant Superintendent of Administration, Personnel & Operations, at 733-2700.

Insurance Information: I have read the **Prince George County School Board Rules and Regulations** and agree to be responsible for any damage to the BUILDING, GROUND AND/OR EQUIPMENT. A **Certificate of Insurance** will be required for the use of facilities, naming Prince George County Public Schools as an additional insured. The **Certificate of Insurance** must bear a minimum of one-million dollars liability coverage, unless otherwise requested.

APPLICANT IS TO COMPLETE ALL ITEMS. TYPE OR PRINT (Please print clearly)

**Please attach schedule/flyer for events*

Community Event _____

In-House Event _____

Date application completed/submitted: _____

Is this organization an IRS recognized not-for-profit organization? Yes No

Is the copy of the IRS Non-Profit Certificate Provided? Yes No

Name of Applicant: _____

Organization Federal ID# _____

Easiest number to contact (day): _____

Name of Organization: _____

Mailing Address of Applicant: _____

| | | | | | | |
|----------------------------|---------------------|-----------------|------------------|--------------|------------|----------------|
| School Facility Requested: | Elementary Schools: | LL Beazley_____ | DA Harrison_____ | North_____ | South_____ | WA Walton_____ |
| | Secondary Schools: | PGHS_____ | NBC JHS_____ | JEJ MMS_____ | PGEC_____ | |

Specify the Area to be used: _____
 Indoor (classroom, library, auditorium, gym/multipurpose room, commons, lighting/sound system, cafeteria, cafeteria personnel, heat/AC, etc.)
 Outdoor (athletic field with/without lighting/sound system, parking lot, custodial clean-up, other buildings/grounds, etc.)

Describe in full the nature of the program to be conducted: _____

Total Number of People: _____ Amount of Admission to the Event: _____ Actual length of performance _____

Date(s) to be used: _____ Profits will be used for: _____ Actual time event will begin _____

Hours facility is to be used: _____ Total Number of hours that a custodian will be needed: _____
(including set up and clean up)

Is Police Security needed for this event: Yes No (The organization is required to secure and pay for their own security for the event.)

Name of the Insurance Company: _____

Address of Insurance Company: _____

Name of Insurance Agent: _____ Policy #: _____

Phone# in case of liability issue: _____ Email: _____

Upon approval of the application, you will be contacted to discuss the rental fee(s). The application, payment, and certificate of insurance must be received prior to the activity for usage. All requests must be confirmed in writing on this form. **PLEASE ALLOW THREE WEEKS FOR PROCESSING FROM THE DATE THE APPLICATION IS RECEIVED.** Any changes to the application must be done in writing, submitted to the school principal, and immediately shared with the Office of the Superintendent.

TO BE COMPLETED BY THE SCHOOL/FACILITY OFFICE STAFF FOR SBO PURPOSES ONLY

(For school-based activities only): Any special equipment/technology needed for the event? (Explain)

| | |
|---|--|
| Name of the Custodian(s) assigned to the event: | <i>SBO USE ONLY</i> Reg/OT pay \$ _____ |
| (if more than 2 custodians, attach information to this form) | Reg/OT pay \$ _____ |
| Custodian(s) assigned are confirmed for overtime, if necessary: Yes <input type="checkbox"/> No <input type="checkbox"/> | Total costs per hour \$ _____ |

| | | |
|---|--|------------------|
| Approval signatures <i>(from PGHS only)</i> : ____ Theatre Instructor (for auditorium) | Secretary's Signature prior to Application Approval | Date of Approval |
| ____ Athletic Director (for gym/outdoor facilities) | | |
| ____ Recommended by the School Administration for Approval | ____ Not Recommended by the School Administration for Approval | |
| School Principal's Signature | Date of Approval | |

-SCHOOL BOARD OFFICE USE ONLY-

SUPERINTENDENT/DESIGNEE TO COMPLETE

The facilities requested above are available on the date(s) requested: Yes No

School Food Service charges are to be assessed: Yes No

Total Hours confirmed for job completion: _____ hours (x) required estimated Custodial Personnel Fees: \$ _____

Required Operations Fees for Specific Areas to be Used: \$ _____

Total Estimated Costs to be remitted by the applicant prior to the event: \$ _____

Comments: _____

| | | |
|---|------------------|---------------|
| Total Paid | Check No. | Date Received |
| Superintendent/Designee's Signature for Application Approval | Date of Approval | |

APPLICATION:

SBO APPROVED _____
SBO NOT APPROVED _____

EXTENSION OF TIME NEEDED FOR:

Air Conditioning _____
Heat _____

cc from SBO: C&M Administrative Secretary (front & back page /all), Clerk of the School Board (all), and facility to be used (all)
cc from PGHS: applicant (front page only) and custodian (all)

Adopted: August 8, 2005
Revised: December 14, 2009; December 13, 2010

SALES AND SOLICITATIONS IN SCHOOLS

No one may sell or offer for sale, within the school, on school grounds, or at school-sponsored activities, any product or service except when the sale will benefit the educational program of the schools.

Solicitations for contributions to charitable organizations, dues for employee organizations, contributions for the benefit of professional organizations, or for school organizations may only be made outside school hours. Individual discussions between school division employees during school hours are not prohibited.

Adopted: June 13, 2005
Revised: August 11, 2008; September 8, 2008

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

Cross Refs.: DJG Vendor Relations
GCQAB Tutoring for Pay
JL Fund Raising and Solicitation
KG Community Use of School Facilities
KJ Advertising in the Schools
KK Visitors to the Schools

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 Use of Tobacco and Electronic Cigarettes on School Premises, smoking and the use of electronic cigarettes 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: June 13, 2005

Revised: August 11, 2008; May 12, 2014; August 11, 2014

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, 22.1-79.5.

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

USE OF TOBACCO AND ELECTRONIC CIGARETTES ON SCHOOL PREMISES

Smoking is prohibited on any school property.

For purposes of this policy:

"School property" means (a) any facilities owned or leased or contracted for and utilized for the provision of regular kindergarten, elementary, or secondary educational or library services to children; (b) on every public school bus and all other vehicles used by the division for transporting students, staff, visitors, or other persons; and (c) in every 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 services.

"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 facility in the school.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: June 13, 2005

Revised: August 11, 2008; July 13, 2009 (administratively); August 11, 2014

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, 22.1-79.5, 22.1-279.6.

| | | |
|--------------|-----------|--|
| Cross Refs.: | JFCH/GBEC | Tobacco-Free School for Staff and Students |
| | GBECA | Electronic Cigarettes |
| | 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: June 13, 2005

Revised: May 13, 2013; December 8, 2014

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

Cross Ref: FFA Naming School Facilities
KJ Advertising in the Schools
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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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 of any school may be used in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

Adopted: June 13, 2005
Revised: August 11, 2008; May 12, 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

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SCHOOL VISITORS

Generally

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. 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. The school division expects mutual respect, civility and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. 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 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

Periodically, Board members may visit schools within the division. The purpose of these visits is to assist in fulfilling their responsibilities and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school.

Adopted: June 13, 2005

Revised: August 11, 2008; November 8, 2010; April 20, 2015; July 16, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-4.3, 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 |
| | KP | Parental Rights and Responsibilities |

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SERVICE ANIMALS IN PUBLIC SCHOOLS

In accordance with applicable state and federal law and in accordance with the Virginia Department of Education Guidelines. Trained service animals or miniature horses assisting students with disabilities are authorized to enter and be present in public schools. Trained service animals or miniature horses meeting the terms of this regulation will be allowed in all schools, school administration buildings, school buses, and at all school sponsored events to which the person with disabilities served by the dog or miniature horse are allowed access.

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.

Trained service animal - dogs that have been individually trained to provide services to persons with disabilities including: hearing dogs; guide dogs; assistance dogs; seizure alert dogs; mobility dogs; psychiatric service dogs; autism service dogs; and other service dogs.

“*Trained service dogs*” do not include the following: skilled companion animals; therapy dogs; social dogs; facility dogs; agility dogs; police dogs; search and rescue dogs; helping dogs; support dogs; family or companion dogs or pets. “*Trained service dogs*” may include categories of service dogs recognized in future amendments to Virginia Code §51.5-44 or as determined by courts of applicable jurisdiction.

Trained service miniature horse - miniature horses are generally 24-34 inches in height (measured to the withers or shoulders) and generally weigh between 70-100 pounds. The School Division reserves the right to consider the following factors in determining whether a trained service miniature horse can be approved for access to a school or school sponsored event: 1) the type, size and weight of the miniature horse and whether the facility can accommodate those features; 2) whether the handler can demonstrate 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.

Health certificate - means certification by a veterinarian licensed to do business in Virginia that the trained service animal or service miniature horse is currently in good health, free of parasites, and has all required vaccinations up to date.

Three-unit service animal or miniature horse team - means a team consisting of a trained service animal or miniature horse, a person with a disability, and a person who is an adult and who has been trained to handle the service animal or miniature horse.

Mobility-impaired person - means a person who has completed training to use a service animal or miniature horse for service or support because he is unable to move about without the aid of crutches, a wheelchair or any other form of support or because of limited functional ability to ambulate, climb, descend, sit, rise or perform any related function.

Person with disability - means a person with a disability or a person who requires accommodations under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act to address a condition affecting a major life activity.

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 student or employee with a disability seeking approval for a trained service animal or miniature horse to accompany him/her while in a school building, school bus, administration building, or a school-sponsored event must make a prior written request to the Prince George County School Superintendent and School Health Services Coordinator. Such requests can be made by other persons on behalf of a disabled person with a disability.

The Superintendent and/or School Health Services Coordinator may request additional information to support the request. A request must indicate the scope of permission sought, including the time period and the location(s) at which the service animal will be present. Requests may be granted for a period of time up to one school year. 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 or superintendent, as appropriate based on the location for which the animal's presence is requested, each school year documentation from a licensed veterinarian showing 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 or vest identifying the dog as a trained service dog, a leash (blaze orange in color) for hearing dogs, a harness for

guide 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 Animals 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 and are under the control of a person who is an experienced trainer of the organization sponsoring the dog's or miniature horse's training or a three-unit service dog or miniature horse team will be allowed access. 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 animal team may be accompanied by a service animal while on school property provided that person is conducting continuing training of a service animal. A three-unit service animal team consists of a trained service animal, a disabled person, and a person who is an adult and who has been trained to handle the service animal. 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 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. Service Animal Exception

Prince George County School Division does not discriminate on the basis of disability. Persons with disabilities have the same right as the able-bodied to the use and enjoyment of our schools. We strive to make reasonable accommodations for a disabled person's use of a service animal on school property.

F. 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.

G. 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.

H. Damages to School Property and Injuries

The Prince George County School Board does not assume responsibility for the care or conduct of a trained service animal or miniature horse that has been given access to a school, school administration building, a school bus, or a school-sponsored event. 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.

I. 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.

J. 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: August 8, 2011
Revised: December 8, 2014; September 24, 2018

Legal Refs.: 28 C.F.R. Part 35

Code of Virginia, 1950, as amended, § 51.5-44. Rights of persons with disabilities in public places and places of public accommodation.

Code of Virginia 51.5-42, as amended. Discrimination against qualified persons with disabilities by educational institutions prohibited.

The Americans with Disabilities Act of 1990, as amended.

| | | |
|--------------|----------|---|
| Cross Refs.: | DJG | Vendor Relations |
| | GB | Equal Employment Opportunity/Nondiscrimination |
| | JB | Equal Educational Opportunities/Nondiscrimination |
| | JBA | Section 504 Nondiscrimination Policy and Grievance Procedures |
| | JFHA/GBA | Prohibition Against Harassment and Retaliation |
| | KK | School Visitors |
| | KGB | Public Conduct on School Property |
| | KN | Sex Offender Registry Notification |
| | KNA | Violent Sex Offenders on School Property |

**PRINCE GEORGE COUNTY SCHOOLS
SERVICE ANIMAL ACCESS REQUEST CHECKLIST**

Name: _____

School: _____

Date: _____

The following uses a service dog as a framework for this checklist. ¹

| CONSIDERATIONS | COMMENTS | YES | NO |
|---|---|------------|-----------|
| I. Is the dog a "trained service animal"? | Identify type of service dog: _____ A "trained service animal" can be called a: <ul style="list-style-type: none"> • hearing dog • guide dog • assistance dog • seizure alert dog • mobility dog • psychiatric service dog • autism service dog A "trained service animal" is NOT called a: <ul style="list-style-type: none"> • skilled companion animal • therapy dog • social dog • facility dog • trained agility dog • police dog • search and rescue dog • helping dog • support dog | | |

| | | | |
|---|--|--|--|
| <p>2. Does the dog perform task(s) or function(s) that mitigate the student's disability?</p> | <ul style="list-style-type: none"> • hearing • guiding • retrieving objects • carrying objects • pulling a wheelchair • opening doors • seizure alert • allergen alert • diabetes alert • Balance or mobility assistance preventing or interrupting destructive or impulsive behavior • Other <p style="text-align: center;">Or</p> <p>Has a medical professional confirmed the</p> <ul style="list-style-type: none"> • student's disability and need for a service dog? | | |
| <p>3. Do the dog and its primary handler have satisfactory proof of training?"</p> | <ul style="list-style-type: none"> • Certificate from ADI member organization provided?² • Other proof of training? • Is it readily apparent that the dog is trained to do work or perform tasks for the disabled student? • If a school employee serves as the primary handler during school hours, ask whether that school employee is or will be trained. | | |
| <p>4. Does the dog have a current health certificate?</p> | <p>Certificate from veterinarian provided?</p> | | |
| <p>5. Does the dog meet all the Minimum Standards for a service dog?</p> | <p>Based on observation:</p> <ul style="list-style-type: none"> i. Dog is clean, well-groomed and does not have an offensive odor; ii. Dog does not urinate or defecate in inappropriate locations; iii. Dog does not solicit attention, visit or annoy any member of the general public; iv. Dog does not vocalize unnecessarily, i.e., barking, growling or whining; v. Dog shows no aggression towards people or other animals; and vi. Dog does not solicit or steal food or other items from the general public. | | |
| <p>6. If the primary handler is not the student, is the handler otherwise qualified to be on school property?</p> | <p>Consider primary handler's criminal history background, relevant court orders, permission of parent/guardian.</p> | | |

¹ Recall that the school division may not require proof of service animal certification or license.

² **There are three Virginia member organizations of Assistance Dogs International, Inc.: Service Dogs of Virginia, Inc, located in Charlottesville; St. Francis of Assisi Service Dog Foundation in Roanoke; and Blue Ridge Assistance Dogs, Inc., in Manassas. Note: These organizations have indicated that they are no longer willing to "test" dogs that have not come through their program.**

ANY NO RESPONSE MAY SUPPORT DENIAL OF ACCESS.

Service Animal Guidelines

We have established the following procedures for evaluating whether and how a request to bring a service animal on school property can be implemented under the circumstances on a case-by-case basis as contained herein.

Access to School Buildings

1. Individuals with disabilities accompanied by trained service dogs or miniature horses who are visiting schools or School Administration buildings shall be granted access to school buildings, School Administration sites or school-sponsored events provided that such trained service dogs or miniature horses are identified by the individuals as trained service dogs or miniature horses in accordance with applicable law or regulation.
2. Trained service dogs or miniature horses that create disruptions that fundamentally alter the nature of the program or service, create a direct threat to the health or a safety concern to the school or work environment may be required to leave.
3. Dogs or miniature horses who are in training to become trained service dogs or miniature horses, are at least six months of age, and are under the control of a person who is an experienced trainer of the organization sponsoring the dog's or miniature horse's training or a three-unit service dog or miniature horse team will be allowed access.

Requests

1. A student or employee with a disability seeking approval for a trained service dog or miniature horse to accompany him/her while in a school building, school bus, Administration Building, or a school sponsored event must make a prior written request to the Prince George County School Superintendent and School Health Services Coordinator. Such requests can be made on the person with a disability's behalf by persons other than the disabled person with a disability. The Superintendent or School Health Services Coordinator may request additional information to support the request.
2. The student or employee with a disability requesting approval for a trained service dog or miniature horse to be present in schools, school administration buildings, school buses or at school-sponsored events will be responsible for all costs, certifications and equipment associated with the trained service dog or miniature horse. The student or employee with a disability must be the dog's or miniature horse's primary handler and

must demonstrate the ability to care for, control, restrain and otherwise meet the needs of the trained service dog or miniature horse without assistance from other persons.

1. A three-unit service dog or miniature horse team will be allowed access for the purpose of training the student or employee provided that such access is for a temporary period and the training does not interfere with the work or educational environment.
3. A trained service dog or miniature horse must have up-to-date health certification at all times.
4. Trained service dogs or miniature horses approved for access may be denied access for the following conditions:
 1. The dog or miniature horse is not clean, well-groomed or has an offensive odor;
 2. The dog or miniature horse urinates or defecates in inappropriate locations;
 3. The dog or miniature horse solicits attention, visits or annoys any member of the student body or school personnel;
 4. The dog or miniature horse vocalizes unnecessarily, i.e., barking, growling, howling or whining;
 5. The dog or miniature horse shows aggression toward people or other animals;
 6. The dog or miniature horse solicits or steals food or other items from the student body or school personnel; or
 7. The dog or miniature horse interferes with the educational program of any students.
5. Trained service dogs or miniature horses must not in any other way interfere with the educational process of any student, disrupt the work environment of employees or otherwise interfere with the school or work environment.
6. Trained service dogs or miniature horses must not pose a direct threat to the health or safety of any student, school personnel or other persons.

In consideration of the safety and welfare of the student with a disability, the dog or miniature horse and other persons, trained service dogs or miniature horse must not be tethered or otherwise tied or secured by a locking device to the student. If a student

is unable to manage the dog or miniature horse without a continuous, secured tether, it may be concluded that the student is unable to safely manage the dog or miniature horse in a school setting. This restriction does not apply to mobility dogs or miniature horses that may be required to be tethered to a wheelchair.

Review Process

1. For each request, a committee will review the request on a case-by-case basis. The committee will generally include the Superintendent, Nursing Coordinator, administrator from the facility where the trained service dog or miniature horse is being requested, and/or the local School Board.
2. The committee may request additional information regarding the trained service dog or miniature horse and the primary handler's ability to meet the needs of the dog or miniature horse. If necessary to meet the unique needs of the dog or miniature horse, the employee or the student, the building or other persons who may come in contact with the dog or miniature horse, the committee may develop additional conditions or procedures to be used with the dog or miniature horse. These conditions or procedures may change to address new circumstances. All parties will strive to provide reasonable accommodations regarding the dog or miniature horse.
 1. The committee may request information to substantiate that the trained service dog or miniature horse is actually providing a service to the student or employee with disability-related conditions as opposed to being a companion animal.
 2. In the event access is granted, the committee will consider and establish a plan to address the following issues:
 - i. A rest place for the dog or miniature horse, if necessary;
 - ii. Opportunities for the dog or miniature horse to go outside to relieve itself and the designated areas where the dog or miniature horse may relieve itself. How defecation or urination in inappropriate areas will be cleaned and disposed;
 - iii. Rest times for the dog or miniature horse (gym, lunch, and recess);
 - iv. Water or feeding breaks for the dog or miniature horse;
 - v. Emergency evacuation plan participation;
 - vi. Fire drill or other disaster plan participation;

- vii.** An alternate accommodation/plan in the event the dog or miniature horse is not able to accompany the student or employee with a disability due to illness, injury or death; and
- 3.** *Access plans developed by the committee will not be considered contracts between the School Board and the student or employee but rather a guide for the parties involved. Access plans for service dogs or miniature horses will not be considered an accommodation under Section 504 of the Rehabilitation Act or a service or accommodation under a student's Individual Education Plan (IEP).*
- 4.** The committee may consider the impact that the dog or miniature horse will have on other students or employees in the same building or event when developing the plan. Allergies to or fear of the dog or miniature horse alone will not constitute reasons to deny the dog or miniature horse access to the building. The parties affected will strive to accommodate the needs of all affected parties.
- 5.** In the situation where a request is made for access by a trained service dog or miniature horse to a building that is already allowing another trained service dog or miniature horse to access, the Superintendent reserves the right to make or change assignments to rooms or programs based on the needs of the building, the student body or the staff. Should a building administrator determine that the number of service dogs or miniature horses seeking access to the building creates an undue hardship on the educational or work environment that fundamentally alters the nature of the services performed, or poses a direct threat to the safety of others, the Superintendent reserves the right to deny a new request for access by another primary handler of a trained service dog or miniature horse. The Superintendent will refer such denials to a committee to explore other options to address the request for access by the dog or miniature horse.
- 6.** Students seeking access for dogs or miniature horses in training to become service dogs or miniature horses will be allowed access for the dog or miniature horse if the dog or miniature horse is in training to be placed with the student. Instruction time will not be used for training purposes. The School Administration reserves the right to place this restriction on students because students attend school for the purpose of obtaining educational services and training dogs or miniature horses for placement with other persons may interfere with the student's educational experience or disrupt the educational environment. The building administrator may make limited exceptions to this

restriction. Employees seeking access for dogs or miniature horses in training to become trained service dogs or miniature horses may be granted access under the conditions set forth by the building administrator. The building administrator may deny access if the presence of the dog or miniature horse interferes with the employee's or other employees' ability to perform job functions.

Appeal Process

1. In the event that the Superintendent and/or the committee has denied the request for a trained service dog's access or approval for a trained service dog's or miniature horse's access has been withdrawn, the primary handler or a designee may appeal that decision. Pending the resolution of the appeal, the service dog or miniature horse will not be allowed on school property or at school-sponsored events.
2. Appeals by students or employees will be sent to the Prince George County Division Superintendent and School Health Services Coordinator.
3. All documentation of the denial of request or withdrawal of approval will be forwarded with the appeal. Additional evidence may be requested to substantiate the information provided. Upon request by the Superintendent and at the School Administration's expense, an expert may be consulted with regard to resolution of the issues in dispute. Such expert may be an employee or agent of the School Board or the County with no direct involvement with the trained service dog or miniature horse.
4. Within ten (10) working days of the date of receipt of the appeal, the Superintendent or designee will render a written decision. The decision of the Superintendent will be final.

Responsibility for the service dog or miniature horse

The Prince George County School Board does not assume responsibility for the care or conduct of a trained service dog or miniature horse that has been given access to a school, School Administration building, a school bus or a school-sponsored event. The student, employee or visitor with the dog or miniature horse shall remain liable for any damages to facilities, equipment or other persons caused by the dog or miniature horse.

Identifiers for Service Dog

The following identifiers will be needed for service dogs in Prince George County Schools (Code of Virginia, at § 51.5-44 E):

1. For students with disabilities with visual impairments, including blindness: a harness.
2. For students with disabilities with deafness or hearing impairment: a blaze orange leash.
3. For students with disabilities with mobility impairment: harness, backpack, or vest identifying the dog as a trained dog.

Adopted: September 24, 2018

Revised: November 19, 2018

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 Prince George 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: June 13, 2005
Revised: August 14, 2006; May 12, 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
JB Equal Educational Opportunities/Nondiscrimination

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PUBLIC COMPLAINTS – GUIDELINES

The Prince George County School Board recognizes that situations may arise in the operation of the system which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system.

Guidelines to be Followed by Persons with Questions or Complaints

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from 1. herein or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from 2. herein or problems and questions concerning the system should be directed to the superintendent or his/her designee.
4. If the matter cannot be settled satisfactorily by the superintendent or his/her designee, it should be brought to the Board. Questions and comments submitted to the chairman of the Board in letter form will be brought to the attention of the entire Board.

The Board considers it the obligation of employees of the system to entertain the questions of parents or the public.

Approved: June 13, 2005

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

The procedure for filing a complaint concerning learning 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's designee and, then, to the School Board.

Adopted: June 13, 2005 (Option 1)

Revised: August 14, 2006; July 9, 2007; August 11, 2008; May 12, 2014; November 9, 2015

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

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**PRINCE GEORGE COUNTY SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

| | |
|--|--|
| Request By | _____ |
| Representing | _____ Myself |
| | _____ Organization or Group (please identify) _____ |
| Address | _____ <u>E-mail address</u> _____ |
| Telephone | _____ |
| <u>How do you prefer to be contacted?</u> | _____ |
| Title or Description of Item | _____ |
| Author or Editor | _____ |
| Type of Material (book / film / record / speaker / software / other (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?
 YES NO
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 Prince George school division's program objectives, seem a suitable one for you?
 YES NO

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

- 6. What action[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

Adopted: June 13, 2005
Revised: June 11, 2012

RELATIONS WITH PARENT ORGANIZATIONS

The Prince George 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: June 13, 2005

Revised: August 11, 2008; May 12, 2014; August 11, 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

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AUDIT OF SUPPORT GROUPS' FINANCIAL RECORDS

In recognition of the unique status and special trust associated with being a school-affiliated group and the School Board's interest in protecting the use of the names of its schools and the school system, and to ensure a uniform and thorough audit at no expense to such groups, any support group which either uses the name of a Prince George County school or the school system or otherwise holds itself out to the public as affiliated with the school system must submit to an annual audit. All such groups (Athletic Booster Club, Band Booster Club, Parent-Teacher Association, etc.) shall have a financial audit by the CPA firm employed by the School Board (to audit schools' activity funds), at School Board expense. A copy of the audit shall be kept on file at the school by the principal, and a copy shall be forwarded to the Director of Finance at the School Board Office. All such groups must make their books and records available to the auditor and must cooperate fully with any reasonable request of the auditor. In addition, all such groups must comply with such other policies of the Board and regulations of the Superintendent relating to fundraising and other activities of school-affiliated groups.

The right to use the school or school system's name may be revoked by any group that fails and/or refuses to submit to an audit or to comply with such other policies and regulations. In addition, any such group may be treated as an unaffiliated group for other purposes; e.g., use of school facilities. The School Board may take such other action as it deems necessary to protect the interest of the school system and the public. The Superintendent shall promulgate regulations implementing this policy.

Adopted: May 14, 2007

SCHOOL-AFFILIATED ORGANIZATIONS FINANCIAL REQUIREMENTS

Guidelines

1. Any organization desiring tax-exempt status must become a 501(c)(3) organization with the Internal Revenue Service. Without such status donations to the organization would not be tax deductible, and the organization would be required to pay sales tax on purchases.
2. In order to obtain tax-exempt status, all Parent Teacher Organizations (PTO) must belong to the Virginia Parent Teacher Association (VAPTA) or obtain 501(c)(3) status from the IRS as a non-profit organization.
3. Officers will be elected annually with a list of officers on file with the principal of each school by June 15 or the last day of school, whichever comes first.
4. Written financial/treasurer's reports shall be made regularly as part of the organization's meeting agenda.
5. All organizations will have checks that require two signatures by organization officers.
6. Signature authority should be limited to the Vice President, Secretary and Treasurer.
7. All organizations shall obtain a bank bag so, if necessary, deposits can be made after normal business hours. Deposits should be made as dues are collected or money from fundraisers is turned in to the treasurer. **Under no circumstances shall money be kept at a member's home!**
8. The practice of storing funds at school locations should be kept to a minimum (deposits should be made **daily** if at all possible). If funds are stored at a school location, they should be stored in a locking bag with access restricted to PTA/Booster Club members only.
9. During fund raising activities, funds should be counted by a minimum of two organizational members.
10. The Treasurer shall perform bank reconciliations monthly and these written reconciliations should be reviewed by another officer of the organization.

11. The Treasurer should maintain an account book (ledger) to record the organization's financial activities.
12. All relevant financial documentation shall be retained for review and for audit purposes [Documentation includes, but it not limited to, approved and paid bills, receipts, check requests, canceled checks, bank statements, bank reconciliations, plans and procedures and any financial correspondence].
13. Audits of the organization's finances will be conducted annually and submitted according to School Board policy.
14. Organization bylaws shall be amended to reflect these changes and will be in effect by July, 2007.

Adopted: May 14, 2007

SEX OFFENDER REGISTRY NOTIFICATION

The Prince George 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 Prince George 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 Prince George County school division shall notify parents and employees of this policy. The school board will also annually notify the parent 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 Prince George 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 volunteer's 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 any 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: June 13, 2005
Revised: August 14, 2006; July 9, 2007; August 11, 2008; November 9, 2009; November 8, 2010; August 8, 2011

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-914, 9.1-918, 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 |

PROCEDURES
FOR
SEX OFFENDER REGISTRY NOTIFICATION
(Policy KN)

Pursuant to Policy KN – Sex Offender Registry Notification, principals will consider requests from registered sex offenders in accordance with procedures prescribed by the Superintendent.

1. Principal calls Superintendent when a request is made.
2. All sex offenders (violent and non-violent) will **not** be allowed on any school property or be allowed to attend any school function.
3. Parents of special education students will be allowed to attend Individualized Education Plan (IEP) meetings at the School Board Office only. Principals, teachers, or others involved in the student's IEP meeting shall be in attendance at the School Board Office.

Adopted: November 8, 2010 (administrative)

VIOLENT SEX OFFENDERS ON SCHOOL PROPERTY

No adult who has been convicted of a sexually violent offense, 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 designee 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: November 8, 2010
Revised: August 8, 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 conference a student on school premises, the principal is contacted immediately. The principal or principal's designee makes 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 principal's designee is present throughout the conference.

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 server to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they should be served at the principal's office of the school at which the student attends or the main office of the facility at which the employee 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 seeks 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 obtains and uses Sex Offender Registry information in accordance with Policy KN Sex Offender Notification.

Report to Law Enforcement Officials

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal immediately reports 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, abduction of any person as described in Va. Code §§18.2-47 or 18.2-48, 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, 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: June 13, 2005

Revised: August 8, 2005; August 8, 2011 (administratively); April 20, 2015; July 16, 2018

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, 22.1-279.9, 22.1-280.2:1, 22.1-293.

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 Prince George 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 § 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: July 9, 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: June 13, 2005

Revised: August 8, 2005; June 11, 2012

Legal Refs: 20 U.S.C. §1232g.

34 C.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 Prince George 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 Prince George 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 nonsponsored 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.

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, electronic cigarettes 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: June 13, 2005

Revised: August 14, 2006; August 11, 2008; July 13, 2009; May 12, 2014;
August 11, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-79.5, 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 |
| | IAB | 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 Learning Resources |

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AWARDS AND RECOGNITION OF STUDENTS BY THE SCHOOL BOARD

The school board approves of awards for students who achieve high academic standings, outstanding citizenship, physical expertise and other characteristics that will make them better citizens. The school board, however, does not approve of giving awards to students where the basic purpose is obviously commercialism. Awards which are donated by a nonschool agency, which are recognized nationally and/or which are approved by the board may be given to students at appropriate ceremonies and times as the board approves. Additional information can be secured from the Guidance Office at the high school.

It is the policy of the board to recognize publicly at board meetings those students whose activities in any field of endeavor have reflected credit on themselves, their parents, the schools or the community. Citizens are encouraged to forward to the superintendent's office the names of students whose accomplishments warrant such recognition.

The School Board requires each school and principal to post, distribute, and publish (if possible) an honor roll of students for academic achievement each nine weeks. Honor roll students would be those students who achieve a grade of B or above.

Adopted: June 13, 2005

RELEASE OF STUDENT OR FACULTY ROSTERS

Principals, teachers, and all other school employees are prohibited from issuing in any manner lists of students, teachers, or staff members to any individual, organization, or group without prior permission being granted by the Prince George County School Board and/or the superintendent of schools.

Adopted: June 13, 2005
