

## SCHOOL-COMMUNITY RELATIONS

### GOALS FOR SCHOOL-COMMUNITY RELATIONS

File: KA

A school-community relations program is essential in order to secure participation in and support for public schools. The School Board will set goals and standards for school-community relations. It will evaluate its relationship with the public and assess its programs for maintaining effective communication and good relations with parents, community organizations, business and industry, and the community at large.

Through its school-community relations program, the Board will encourage the community to:

1. Take an active interest in the schools and participate in school activities.
2. Place a high priority on education and make funds available for an exemplary educational system that supports learning for all children.
3. Establish partnerships with the schools in order to enhance learning opportunities for students.

The Board believes that school-community relations begin with the student, the parents, and the staff and extend to other community persons, agencies and organizations. The school must help the home know the student's progress. The home must help the school understand the student's strengths and problems. School-community relations are essential at the citizen level, so that the concerns and knowledge of the community can bear upon educational decisions and, further, so that community support for educational programs can be secured.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: February 21, 2008

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-29.1, 22.1-79(2) (8), 22.1-253.13:6(B), 22.1-253.13:7.C.4.

Cross References: KQ Commercial, Promotional, and Corporate Sponsorships  
and Partnerships  
IGBC Parental Involvement

## **SCHOOL-COMMUNITY RELATIONS**

### PUBLIC INFORMATION PROGRAM

File: KB

The community shall be kept informed of the educational programs available in the schools through the use of available means of communication.

It shall be the practice of the School Board to call public meetings for informational purposes when such are necessary or may be helpful in advancing the cause of public education in the community.

School publications are one means by which the public evaluates the schools. Such publications shall be subject to careful faculty supervision and shall require the approval of the principal in order to ensure acceptable standards of content and journalism.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Reviewed: February 21, 2008

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Legal Reference: Code of Virginia, 1950, as amended, sections 2.2-3700 et seq.

## **SCHOOL-COMMUNITY RELATIONS**

### REQUESTS FOR INFORMATION

File: KBA

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

Adopted: December 15, 2005

Revised: February 21, 2008

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Legal Reference: Code of Virginia, 1950, as amended, § 2.2-37800 et seq.

## SCHOOL-COMMUNITY RELATIONS

File: KBC

### 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. The Community Relations Specialist will be responsible for coordinating the media relations efforts for the school division.

News and information concerning school events, personnel, students, and programs shall be released to the press only with the approval of the principal or Superintendent and in accordance with state and federal laws regarding confidentiality. All other matters representing the official position of the Board, prepared for publication by any of its employees, shall be approved by the superintendent or a designee prior to release to the press.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: September 20, 2007  
Reviewed: February 21, 2008

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-253.13:7.C.4, 22.1-293, 22.1-287, 22.1-287.1

# SCHOOL-COMMUNITY RELATIONS

File: KBE

## INTERNET PRIVACY

The Charlottesville City School Board is committed to complying with the Government Data Collection and Dissemination Practices Act (formerly known as the Privacy Protection Act) and the Virginia Freedom of Information Act. The Charlottesville City School Division shall not collect unnecessary personal information by means of its website, and shall collect 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 will be 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 designee.

The school division shall inform 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 bottom of all web pages:

### Charlottesville City Public Schools Internet Privacy Policy Statement

The following information explains the Internet Privacy Policy, which the Charlottesville City Public Schools 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, 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.

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### **Information we collect**

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

Routing, or client, information: the Internet domain and Internet address of the computer you are using;

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

Nonessential technical information: the Internet address of the website from which you linked directly to our website;

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

### Cookies:

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

### How the collected information is used

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

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

We may keep routing or essential information indefinitely, but we do not try to obtain any information to link it to the individuals who browse our website. We

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use this routing information primarily in a statistical summary type format to assess site content and server performance. We may share this summary information with our business partners when needed.

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

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

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

### Choice to provide information

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

### Comments or review

If you have questions about this privacy statement or the practices of this website or if you choose to review or correct any information, please contact us at 434-245-2400.

Adopted: February 21, 2008

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

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

## SCHOOL-COMMUNITY RELATIONS

### COMMUNITY INVOLVEMENT IN DECISION MAKING

File: KC

The School Board recognizes that the public has vast resources of training and experience useful to schools. The Board may involve citizens, both as individuals and as groups, to act in an advisory capacity.

Public opinion shall be carefully considered by the Board in light of division goals, current practices and financial feasibility. Decision making, however, rests solely with the Board.

Advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects all pupils. The final decision may depart from this advice when, in the judgment of the staff and the Board, such advice is not consistent with goals adopted by the Board, current educational practices, or within the reach of the financial resources available.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: February 21, 2008

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-86, 22.1-253.13:7.



## SCHOOL-COMMUNITY RELATIONS

File: KF

### DISTRIBUTION OF INFORMATION/MATERIALS

The Charlottesville City School Board seeks to minimize intrusions on the time of students and employees from sources other than the school division. To that end, the School Division will limit the distribution of information/materials from outside groups. Only parent-teacher organizations, booster clubs supporting school-sponsored student activities, and non-school governmental organizations may apply for permission to have materials distributed by school employees. PTOs and booster clubs must apply to the school principal for permission to have materials distributed. Non-school governmental organizations must apply to the division superintendent or his/her designee.

Approval will not be given for materials which

- Are likely to cause substantial disruption of, or a material interference with, school activities;
- Endorse or encourage the use of alcohol, tobacco, or any illegal substance or action;
- Endorse or encourage any violation of the Standards of Student Conduct (see); or
- Are obscene, pornographic, or inflammatory.

The superintendent, by regulation, will establish the time, place, and manner of distribution of approved materials.

#### ***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: August 6, 1998  
Revised: May 17, 2007  
Revised: February 21, 2008

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

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

## **SCHOOL-COMMUNITY RELATIONS**

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

# SCHOOL COMMUNITY RELATIONS

File: KFB

## ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

### I. Instructional Materials and Surveys

#### A. Inspection of Instructional Materials

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

#### B. Participation in Surveys and Evaluations

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

- (1) political affiliations or beliefs of the student or the student's parent,
- (2) mental or psychological problems of the student or the student's family,
- (3) sex behavior or attitudes,
- (4) illegal, anti-social, self-incriminating, or demeaning behavior,
- (5) critical appraisals of other individuals with whom respondents have close family relationships,
- (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- (7) religious practices, affiliations, or beliefs of the student or student's parent, or
- (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 is to be administered, the school board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents shall have the right to review the questionnaire or survey and to exempt their child from participating in the survey. No questionnaire or survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six and, unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

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### I. D. Youth Health Risk Behavior Survey

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

### E. Additional Protections

A parent or emancipated student may, upon request, inspect any instructional material

Used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA.

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by Use of identification codes with names maintained separately.

## II. Physical Examinations and Screenings

If the Charlottesville City 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.

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### III. Commercial Use of Information

Questionnaires and surveys shall not be administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such 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 will also offer an opportunity for the parent (or emancipated student) to opt the student out of participation in

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or

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

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above;
- 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).

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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: February 21, 2008

Revised: June 16, 2011

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Legal References: 20 U.S.C. § 1232h.

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

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

## SCHOOL-COMMUNITY RELATIONS

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### COMMUNITY USE OF SCHOOL FACILITIES

File: KG

The Superintendent, subject to the approval of the Board, may provide for or permit the use of school buildings and grounds out of school hours during the school term, or during vacations for any legal assembly. School facilities also may be used as voting places in any primary, regular, or special election.

The Board is authorized to permit use of school property under its control when such use will not impair the efficiency of the school.

The requirements of the regular school program shall receive first consideration in the use of school facilities. School related organizations, such as the Parent-Teacher Organization, shall have priority over non-school related organizations and approved child and youth groups over adult groups.

Non-school related groups and organizations, comprised of citizens of Charlottesville, may be permitted to use school facilities at the discretion of the Superintendent or appointed agent, or the Charlottesville City School Board, provided that:

1. The meetings or functions are of general community interest,
2. The meetings or functions do not benefit personally any sponsor, promoter, or individual in an economic way,
3. Such meetings or functions are not regularly scheduled for use of school facilities and are for specially scheduled meetings.

Adopted: August 6, 1998

Revised: February 21, 2008

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Legal References: Code of Virginia, 1950, as amended, sections 22.79.3, 22.1.130, 22.1-131, 33.1-132, 22.1-182, Charlottesville City Code 1976, section 16-10.

Lambs Chapel v. Center Moriches Union Free School District, 113 S. Ct. 2141 (1993).

Fairfax Covenant Church v. Fairfax City School Board, 17 F. 3d 703 (4th Cir. 1994).

Charlottesville City Public Schools

## SCHOOL-COMMUNITY RELATIONS

### PUBLIC SALES ON SCHOOL PROPERTY

File: KGA

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 except with the approval of the Superintendent or designee.

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, regarding contributions or dues for charitable or school organizations, during school hours are not prohibited.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Reviewed: February 21, 2008  
Revised: June 19, 2008  
Revised: September 18, 2008

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Cross References:	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

## SCHOOL-COMMUNITY RELATIONS

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### PUBLIC CONDUCT ON SCHOOL PROPERTY File: KGB

All visitors shall 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, smoking is not permitted in schools or school vehicles.

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

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: February 21, 2008  
Revised: June 19, 2008

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Legal Reference: Code of Virginia, 1950, as amended, sections 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78

20 U.S.C. § 6083, 7183

Cross References: ECAB Vandalism  
GBEC Tobacco-Free School for Staff  
JFCH Tobacco-Free School for Students  
KGC Tobacco Use on School Premises  
KK School Visitors

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Charlottesville City Public Schools

## SCHOOL-COMMUNITY RELATIONS

### PUBLIC GIFTS TO THE SCHOOLS

File: KH

The School Board shall act on individual requests of offers of gifts from individuals to schools or to the school division and on the limitations on advertising and commercial interests in purchasing and presenting gifts.

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. 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: August 6, 1998  
Revised: January 8, 2004  
Reviewed: February 21, 2008

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Legal Reference: Code of Virginia, 1950, as amended, section 22.1-126.

Cross Reference: KQ Commercial, Promotional, and Corporate Sponsorships  
and Partnerships

## SCHOOL-COMMUNITY RELATIONS

### ADVERTISING IN SCHOOLS

File: KJ

Except as provided in Policy KQ, individual schools may not endorse or imply endorsement of any product without the approval of the superintendent or his/her designee.

In order to solicit advertisements from merchants and business establishments for school publications, school organizations must secure approval from the principal. If there is need for policy clarification, the principal will 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 nonschool organization. The superintendent may at his/her discretion authorize announcements for activities and programs that have educational or recreational value.

#### Soliciting Advertisements

All school sponsored organizations must have approval from the Superintendent prior to soliciting advertisements, other than for school publications, from local merchants. Frequency and amount shall be kept in mind when granting approval.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: February 21, 2008

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Legal Reference: Code of Virginia, 1950, as amended, section 22.1-78.

Cross Reference: DJG, Vendor Relations  
KQ Commercial Promotional, and Corporate Sponsorships,  
And Partnerships

# SCHOOL-COMMUNITY RELATIONS

## SCHOOL VISITORS

File: KK

### 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. The school division expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator.

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, PTO meetings, volunteer service, and other school programs. Noncustodial parents shall not be denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or daycare activities in which such participation is supported or encouraged by the policies of the School Board.

### Board Members

Periodically, Board members shall visit schools within the division. The purpose of these visits will be to maintain contact with building employees and increase understanding of actual educational practices.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Reviewed: February 21, 2008  
Revised: June 19, 2008

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

Cross References: DJG Vendor Relations  
ECA Buildings and Grounds Security  
IGBC Parental Involvement  
KGB Public Conduct on School Property  
KN Sex Offender Registry Notification

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Charlottesville City Public Schools

## SCHOOL COMMUNITY RELATIONS

File: KKA

### SERVICE ANIMALS IN PUBLIC SCHOOLS

#### A. SERVICE ANIMALS

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

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

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

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

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

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

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

**Control:** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vet identifying the dog as a trained service dog, leash (blaze orange in color for hearing dogs), or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of harness, backpack, vest, leash or other tether would

## SCHOOL COMMUNITY RELATIONS

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interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

### C. SERVICE DOGS IN TRAINING

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while the school property for school purposes.

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

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

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

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

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

### D. MINIATURE HORSES

The school division will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable

## SCHOOL COMMUNITY RELATIONS

File: KKA

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modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division must consider the following factors:

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

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

### E. EXTRA CHARGES

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

### F. SUPERVISION AND CARE OF SERVICE ANIMALS

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

### G. DAMAGES TO SCHOOL PROPERTY AND INJURIES

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

### H. REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY

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

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

## SCHOOL COMMUNITY RELATIONS

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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.

### I. DENIAL OF ACCESS AND GRIEVANCE

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

Adopted: June 18, 2009

Revised: June 16, 2011

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Legal References: Code of Virginia, 1950, as amended § 51.5-44.

28 C.F.R. Part 35

Cross References: DJG Vendor Relations  
GB Equal Employment Opportunity/Nondiscrimination  
JB Equal Educational Opportunities/Nondiscrimination  
JBA Section 504 Non Discrimination Policy and  
Grievance Procedures  
JFHA/GBA Sexual Harassment/Harassment Based on Race,  
National Origin, Disability and Religion  
KK School Visitors  
KGB Public Conduct on School Property  
KN Sex Offender Registry Notification

# SCHOOL-COMMUNITY RELATIONS

## PUBLIC COMPLAINTS

File: KL

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

Any parent, custodian, or legal guardian of a pupil attending the Charlottesville City 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 board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: February 21, 2008

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-87,  
22.1-253.13:7.

Cross Reference: GBLA Third Party Complaints Against Employees  
GB Equal Employment Opportunity/Nondiscrimination  
GBA/JFHA Sexual Harassment/Harassment Based on Race,  
National Origin, Disability and Religion  
JB Equal Educational Opportunity/Nondiscrimination

## SCHOOL-COMMUNITY RELATIONS

### PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES      File: KLB

It is the responsibility of the School Board to establish and apply the curriculum of the Charlottesville City School Division. The selection of learning resources is delegated to the professionally trained personnel employed by the Division. Despite the care taken to select valuable and educationally suitable learning resources for student and teacher use, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for citizens to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

Complaints about learning resources shall be presented in writing in accordance with the supportive regulations of this policy. The standards and procedures for review shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials shall be considered for their educational suitability and shall not be proscribed or removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level shall be submitted to the superintendent or his/her designee. The decision of the superintendent may be appealed to the School Board or reviewed at the Board's request. The decision of the Board will be final.

Adopted: August 6, 1998  
Revised: February 21, 2008

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Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-253.13.7.C.2.

8 VAC 20-70-10

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

## SCHOOL-COMMUNITY RELATIONS

### RELATIONS WITH COMMUNITY ORGANIZATIONS

File: KM

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

Adopted: August 6, 1998  
Revised: January 8, 2004  
Reviewed: February 21, 2008  
Revised: June 19, 2008

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

Cross Reference: KF Distribution of Information/Materials

## SCHOOL-COMMUNITY RELATIONS

### RELATIONS WITH PARENT ORGANIZATIONS

File: KMA

The School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state statutes. The Board recommends that parent-teacher organizations maintain a working relationship with the Board, administration, and staff, and that they plan their actions in accordance with established Board and school policies.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Reviewed: February 21, 2008

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

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

## SCHOOL COMMUNITY RELATIONS

File: KN

### SEX OFFENDER REGISTRY NOTIFICATION

Charlottesville City Schools 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 Charlottesville City 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 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 (<http://sex-offender.vsp.state.va.us/cool-ICE/>).

#### 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 Charlottesville City 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.

## SCHOOL COMMUNITY RELATIONS

File: KN

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### 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 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 is or may be using 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 be on school property without permission of the Superintendent. The notice shall provide the reason with reference to this policy. The Superintendent shall also inform the Principal and employees that the individual may not be used as a volunteer.
3. Contractors' Employees. 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.

SCHOOL COMMUNITY RELATIONS

File: KN

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6. Parents of Students. When the school division learns that a parent is a registered sex offender, the parent will be notified in writing that he or she is barred from being present on school property or at school-sponsored events, 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 without the express written approval of the student's principal, unless such parent is otherwise prohibited by law or court order from being present on school property. Such approval must be obtained in advance of the proposed visit. 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.

Requests for Registry Information

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

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: September 20, 2007  
Reviewed: February 21, 2008  
Revised: June 19, 2008  
Revised: June 16, 2011

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-79.3, 9.1-914, 9.1- 918 and 19.2-390.1.

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

Cross References: BBA School Board Powers and Duties  
DJF Purchasing Procedures  
KK School Visitors  
KNAJ Relations with Law Enforcement Authorities

## SCHOOL COMMUNITY RELATIONS

### RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

File: KNAJ

#### Investigations by Law Enforcement Officers at School

Law-enforcement authorities, including school resource officers, occasionally talk with students at school about a variety of topics, which may include illegal activity in the community or at school. Students suspected of involvement in a crime in the community should be interviewed in the presence of a parent or guardian outside of school time whenever feasible. If a law enforcement agent feels that it is necessary to conduct an interview at school with a student who is suspected of involvement in a crime, every effort should be made to inform the student's parents and delay the interview until the parents arrive. If the parents cannot be contacted and the interview cannot be delayed, the principal, or designee, shall remain present during the interview.

#### 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 shall be served at the principal's office of the school at which the student is in attendance 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 shall seek to develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs and procedures to prevent violence and crime on school property and at school-sponsored events. The superintendent shall obtain and use Sex Offender Registry information in accordance with Policy KN.

#### Report to Law Enforcement Officials

The Superintendent or his designee shall be notified as soon as possible of any report to law enforcement authorities. The superintendent, principal or their designees shall promptly report to local law-enforcement officials all incidents occurring on school property involving:

## SCHOOL COMMUNITY RELATIONS

File: KNAJ

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1. the assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, ~~or~~ wounding or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in § 18.2-248.1:1, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity including the theft of or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property, or at school-sponsored activity ; or
4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school property.
5. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity; or
6. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses.

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

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: February 21, 2008  
Revised: June 16, 2011

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Legal References: Code of Virginia, 1950, as amended, sections 8.01-47, 8.01-293, 9.1-101, 16.1-264, 22.1-279. 3:1 22.1-280.2:1, 22.1-293(B-D).

# SCHOOL COMMUNITY RELATIONS

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

## SCHOOL-COMMUNITY RELATIONS

File: KNB

### REPORTS OF MISSING CHILDREN

The Charlottesville City 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: February 21, 2008

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

## SCHOOL-COMMUNITY RELATIONS

### PARENTAL RIGHTS AND RESPONSIBILITIES

File: KP

- A. When parents of a student are estranged, separated, or divorced, building personnel will uphold 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;
  2. Receive school progress reports, the school calendar, and notices of major school events;
  3. Visit the school in accordance with Policy KK;
  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, if both parents have joint physical custody.

B. Parent Responsibilities

The custodial parent has the responsibility to:

1. Keep the school office informed as to the address of residence and how he or she may be contacted at all times.
2. List the current address and phone number of the noncustodial parent, 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 parent on the Charlottesville City Schools registration form.
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: January 8, 2004  
Revised: February 21, 2008

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Legal References: 20 U.S.C. §1232(g)

Charlottesville City Public Schools

## SCHOOL-COMMUNITY RELATIONS

File: KP

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34 C.F.R. § 99.1 *et seq.*

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-4.3, 22.1-78,  
22.1-279.4, 22.1-287. *et seq.*

Cross References: JED STUDENT ABSENCES/EXCUSES/DISMISSALS  
JO STUDENT RECORDS  
KK SCHOOL VISITORS

## SCHOOL-COMMUNITY RELATIONS

File:KQ

### COMMERCIAL, PROMOTIONAL, AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

#### ***Generally***

The Charlottesville City 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 Division. For that reason, the Charlottesville City 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 to the school.

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.

## SCHOOL-COMMUNITY RELATIONS

File: KQ

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### **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.

## SCHOOL-COMMUNITY RELATIONS

File: KQ

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- 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 establishes 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.
- 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, alternate arrangements should be made to accommodate the student or employee and allow full participation.

## SCHOOL-COMMUNITY RELATIONS

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### ***Prohibitions***

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

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

Adopted: February 21, 2008

Revised: June 18, 2009

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

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