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SECTION K: School-Community Relations

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GOALS FOR SCHOOL-COMMUNITY RELATIONS

The School Board may set goals and standards for school-community relations and may regularly evaluate its relationship with the public and its programs for maintaining open channels of communication and good relations with parents, community organizations, the business and industrial sector, 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 planning activities.
2. Place a high priority on education and make funds available for an educational system that supports learning for all children.
3. Establish partnerships with the schools to enhance learning opportunities.

School-community relations are essential to securing public input and public support for educational programs.

Adopted: July 12, 2004

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-29.1, 22.1-79 (8), 22.1-253.13:6.B., 22.1-253.13:7.B.4.

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

PUBLIC INFORMATION PROGRAM

The community shall be kept informed regarding the educational program through the use of available media of communication.

Since school publications are one means by which the public evaluates the schools, publications shall receive careful faculty supervision as well as approval of the principal to ensure acceptable standards of content and journalism.

Adopted: April 22, 2002

Legal Ref.: Code of Virginia, 1950, as amended, section 2.2-3700 et seq.

REQUESTS FOR INFORMATION

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

Adopted: April 22, 2002

Legal Ref.: Code of Virginia, 1950, as amended, section 2.2-3700 et seq.

REQUESTS FOR INFORMATION

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

Access to Records

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

Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the NORTHUMBERLAND COUNTY Public Schools central office at:
2172 Northumberland Highway, Lottsburg, Virginia 22511
(804) 529-6134, (804) 529-6449 Fax
3. Requesters should make their requests using Form KBA-F1. Requests received at the central office via telephone shall be transcribed onto Form KBA-F1 by central office staff. Written requests other than on Form KBA-F1 shall be appended to a copy of the form by central office staff, who shall fill out as much of the form as possible.
4. Building office personnel shall provide Form KBA-F1 and a copy of this regulation upon request to any person interested in obtaining access to records, and shall instruct the requester to direct the request to the central office. Telephone inquiries shall be redirected to the central office. Any written requests received by building personnel shall be immediately

forwarded to the central office, with a notation indicating the date and time the request was received.

Responding to Requests

1. Promptly, but in all cases within five working days of the request, one of the following written responses shall be provided to the requester:
 - (a) The records shall be made available to the requester for inspection, or copies thereof may be provided in lieu of inspection.
 - (b) The requested records will be entirely withheld because their release is prohibited by law or because the Virginia Freedom of Information Act gives their custodian discretion to withhold them. A written explanation identifying with reasonable particularity the volume and subject matter of the withheld records, and with respect to each category withheld, referencing the Code section containing the specific applicable exemption(s) shall be included.
 - (c) The requested records will be provided in part and withheld in part because the release of part of the records is prohibited by law or the custodian has exercised his discretion to withhold a portion of the records. A written explanation identifying with reasonable particularity the subject matter of the withheld portions and referencing, with respect to each category of withheld records, the specific Code section(s) which authorize the withholding of the records, shall be included.
 - (d) If the status of the records cannot be determined within the five-day period, or if it is practically impossible to provide the records within the five-day period, the requester shall be notified of this fact and of the specific conditions which make a response within the five-day period impossible. Such notice shall be provided within five working days of the request, and one of the three preceding responses shall be provided within an additional seven-day period.
2. The five-day period shall begin on the first working day following the day the request is received by the central office or by a building office, and shall end at the close of business on the fifth working day following receipt of the request. Any time that elapses between the time the requester is notified of an advance cost determination pursuant to the procedures detailed below and the time that the requester responds to that notice shall not be counted in calculating the five work days.

Processing of Requests

1. The Superintendent or a designee shall, after receiving a request, promptly make an initial determination as to whether the requested records will be provided to the requester, will be withheld, either completely or in part, or if it is practically impossible to provide the requested records or to determine whether they are available within five days.
2. If the Superintendent or designee is unsure whether the requested documents should be provided to the requester, legal advice shall be promptly sought.

3. If the Superintendent or designee is uncertain whether the requested records exist or where they may be located, efforts shall be promptly initiated to locate the records or determine whether they exist.
4. If the requested records will be made available either in whole or in part, the Superintendent or a designee shall promptly consult with central office staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this shall also be taken into account. The following costs shall be charged at the rates indicated, not to exceed actual cost:
 - Staff member search time, charged by the quarter hour. Depending on the staff member(s) involved in the search, rates of \$10.00 per quarter hour may apply.
 - Computer search time, charged at the rate of \$10.00 per quarter hour.
 - Computer printout, charged at the rate of 25 cents per page.
 - Photocopies (including those necessary to perform redactions), charged at the rate of 54 cents per page.
 - Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, or courier chares).
5. If the requester has asked for an advance determination of the cost, or if the cost is expected to exceed \$200, the requester shall be notified in advance of the cost associated with the request. If the cost of the request is determined to exceed \$200, the school board may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. No further action shall be taken until the requester responds, and the requester must agree to pay the estimated amount before any further processing of the request is performed.
6. Before processing a request for records, the Superintendent or designee may require the requester to pay any amounts owed to the school board for previous requests for records that remain unpaid 30 days or more after billing.
7. Any records to be disclosed shall be assembled for inspection and copying by central office staff, under the direction and supervision of the Superintendent or a designee.
8. Central office staff shall be responsible for recording the date the request was received, verifying photo identification and signature, and recording and assembling additional information about the request as indicated on Form KBA-F1.

Adopted: September 8, 2003

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

**REQUEST FOR PUBLIC RECORDS
STAFF USE ONLY**

Name _____

Address _____

Phone _____

I am a (check one):

- Citizen of the Commonwealth of Virginia
- Member of the Press Referenced in § 2.2-3704
News Organization _____

**OFFICIAL PHOTO IDENTIFICATION
MUST BE PRESENTED PRIOR
TO INSPECTION OF RECORDS
OR RECEIPT OF ANY COPIES
(PHOTOCOPY ACCEPTABLE WITH
MAILED/FAXED REQUEST)**

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

Date Request Received: _____

Request was made (check one)

- by requester on this form
- by telephone
- in writing other than on form
(attach original request)

Date Response Sent: _____
(attach copy)

Identification Verified
Type: _____ Number: _____

Date Inspection Made: _____
(attach record)

Itemized Cost Statement Attached

Reasonable costs for copying, search, and computer time may be assessed in connection with this request. A current schedule of costs appears in Regulation KBA-R.

Specify format desired (if available):

- Photocopies E-mail (give address): _____
- Website posting Other (please specify): _____

Check this box to request an advance determination of cost.

Signature

Date

RETURN COMPLETED FORM TO:
NORTHUMBERLAND COUNTY COUNTY PUBLIC SCHOOLS
2172 Northumberland Highway, Lottsburg, Virginia 22511

RECORD OF INSPECTION

Date _____ Time In _____ Time Out _____

Person Reviewing/
Requesting Records:

Name Signature

Staff Person in Attendance
or Providing Copies:

Name Signature

Records Reviewed (describe)

Photocopies

Item _____ No. Pages _____ Date Copies Made _____

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 school events, personnel, students, and programs shall be released to the press only with the approval of the principal 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 his/her designee prior to release to the press.

The principal of each school, with the approval of the superintendent or his/her designee, is authorized to arrange for announcements in the schools regarding community programs and activities or events that have educational or recreational value.

Adopted: July 12, 2004

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-253.13:7.B.4., 22.1-293(B-D), 22.1-287, 22.1-287.1

INTERNET PRIVACY

The Northumberland County School Board is committed to complying with Government Data Collection and Dissemination Practices Act (formerly known as the Privacy protection Act) and the Virginia Freedom of Information Act. The Northumberland County 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 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 of a link to this privacy statement in a conspicuous fashion at the top of the website home page:

The following information explains the Internet Privacy Policy, which the Northumberland County 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 the 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' website, whose privacy practices we do not control.

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 sent us an e-mail). 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, and the “cookie information” described below;

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

Cookies:

Our website does not place any “cookies” on your computer.

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

Adopted: April 22, 2002

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 School Board recognizes that the community resources and experience can be useful to schools. The Board may involve citizens both as individuals and as groups to act as advisors and resource people.

Public input will be carefully considered by the Board in light of division goals, current practices, and financial feasibility. All final decisions rest solely with the Board.

Adopted: December 18, 2000

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

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NORTHUMBERLAND COUNTY SCHOOLS

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Any citizen may address the Board at any regular meeting. Persons wishing to appear before 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. No one will be allowed to make additional presentations until everyone has an opportunity to make an initial presentation.

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

Adopted: July 12, 2004

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

DISTRIBUTION OF INFORMATION/MATERIALS

Students and employees of the school division are to be protected from intrusions on their time by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools. Neither students nor staff shall be required to convey or deliver any material which publicly endorses or supports groups or organizations involved in a commercial endeavor for profit or political campaigns, including, but not limited to material that: (1) advocates the election or defeat of any candidate; (2) advocates the passage or defeat of any referendum question or (3) advocates the passage or defeat of any matter pending before a local school board, local governing body, the General Assembly or Congress. Any materials that are distributed or made available in the schools, or on school property shall be approved in advance by the superintendent or his/her designee. The superintendent or his/her designee may regulate the time, place and manner of such distribution except when related to the instructional program or a voluntary forum or seminar held by students. Materials may not be distributed in classrooms, the media center, or other instructional spaces during the school day. Except when the distribution is related to the instructional program, materials may not be distributed during class time.

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

If doubt exists at this level as to whether distribution should be made, permission shall be denied until disposition of the matter is made by the School Board.

Adopted: September 8, 2003

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

20 U.S.C. 4071, *et seq.*

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).

Cross Refs.: KFA Special Interest Materials
KFB Administration of Surveys and Questionnaires
KG Community Use of School Facilities

SPECIAL INTEREST/MATERIALS

All requests to circulate materials in the schools, on school property, shall be directed to the superintendent or his/her designee for approval.

Expression which is libelous, slanderous, or defamatory under State law is prohibited. The distribution of political campaign information is prohibited in accordance with Policy KF. Furthermore, the superintendent or his/her designee shall regulate the distribution of material where there is a reasonable basis for the belief that such publication or expressive activity would create a clear and present danger of the commission of unlawful acts, or the violation of school policies regulations, or Code of Student Conduct, or would materially disrupt classes or classwork, or orderly operation of the school or which violates the privacy rights of others.

The superintendent or his/her designee shall regulate the time, place and manner of such distribution. Except when related to the instructional program or a voluntary forum or seminar held by students, materials may not be distributed in classrooms, the media center, or other instructional spaces during the school day. Except when the distribution is related to the instructional program, materials shall not be distributed during class time.

Adopted: April 14, 2003

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-293(B-D).

20 U.S.C. 4041, *et seq.*

U.S. Constitution amend. I.

Cross Refs.: KF Distribution of Information/Materials
KFB Administration of Surveys and Questionnaires

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.

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.

- 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:

II. Physical Examinations and Screenings

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

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

III. Commercial Use of Information

Questionnaires and surveys shall 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
- 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).

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: August 14, 2006

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
KFA Special Interest Materials
LE Relations with Colleges and Universities

COMMUNITY USE OF SCHOOL FACILITIES

The School Board may permit use of school property under its control 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 his/her designee. The division superintendent shall report to the School Board his/her actions under this policy.

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 and the Girl Scouts of the USA to the same extent and in the same manner as all other persons or groups.

Adopted: September 8, 2003

Legal Refs.: 20 U.S.C. 4071 et. seq.

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

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)

PUBLIC SALES ON SCHOOL PROPERTY

The School Board prohibits non-students from making sales within schools without the approval of the superintendent, but does not prohibit sales by Parent-Teacher Associations or Organizations.

Adopted: December 18, 2000

Cross Refs.: JL Fund Raising and Solicitation
KG Community Use of School Facilities
KK Visitors to the Schools

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors shall register at the school office on arrival. 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. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend a meeting or service. Persons violating this provision may be prosecuted. It is prohibited for any person, to enter or remain 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. Persons violating this provision may be prosecuted. Any person who willfully and maliciously damages, destroys or defaces any school district building, damages or removes any school property from a school building 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. Each student shall be required to reimburse the Board for any actual breakage or destruction of property done by the student. Smoking and use of alcoholic beverages are prohibited at all times in school buildings.

Adopted: February 11, 2002

Legal Ref.: Code of Virginia, 1950, as amended, sections 4.1-309, 18.2-415, 18.2-128.

20 U.S.C., section 6083

TOBACCO USE ON SCHOOL PREMISES

Smoking is prohibited

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

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

Each principal shall post signs stating "No Smoking", as applicable within each school building. The supervisor of transportation shall post signs visible upon entering each school bus stating "No Smoking."

Adopted: May 12, 2003

Legal Ref.: 20 U.S.C. sections 6083, 7183.

Code of Virginia, 1950, as amended, sections 15.2-2800 et seq.

Cross Refs.: JFCH/GBEC Tobacco Free School for Staff and Students

PUBLIC GIFTS TO THE SCHOOLS

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: April 14, 2003

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

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

PUBLIC SOLICITATIONS IN THE SCHOOLS

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

Adopted: December 18, 2000

Cross Refs.: DJG, Vendor Relations
KJ, Advertising in the Schools

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NORTHUMBERLAND COUNTY SCHOOLS

ADVERTISING IN THE SCHOOLS

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement should be directed to the superintendent or 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 shall consult with the superintendent.

Commercial establishments whose 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 employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization. The superintendent may at his/her discretion authorize announcements for activities and programs that have educational or recreational value.

Adopted: April 14, 2003

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

Cross Ref.: DJG Vendor Relations
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

SCHOOL VISITORS

Generally

Visitors are welcome in the schools. They must report to the administrative office for a pass. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator.

It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. Persons violating this provision may be prosecuted.

It is prohibited for any person, to enter or remain 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. Persons violating this provision may be prosecuted.

Parents

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, 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 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 will be to maintain contact with building employees and increase understanding of actual educational practices.

Adopted: December 18, 2000

Legal Refs.: Code of Virginia, 1950, as amended, sections 18.2-128; 18.2-415, 22.1-136.

Cross Refs.: DJG Vendor Relations
ECA Buildings and Grounds Security
KGB Public Conduct on School Property

PUBLIC COMPLAINTS

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 NORTHUMBERLAND 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 board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

Adopted: August 14, 2006

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

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

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

The selection of learning resources is delegated to the school superintendent or his/her designee. Despite the care taken in selecting suitable learning resources, 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 using KLB-E, "Request for Reconsideration of Learning Resources" form, which may be obtained from the principal or the central office. The standards and procedure 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: May 15, 2006

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7(B)(2);

8 VAC 20-170-10.

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

**NORTHUMBERLAND COUNTY SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Request By: _____
Representing: <input type="checkbox"/> Myself <input type="checkbox"/> Organization or Group (please identify) _____
Address: _____
Telephone: _____
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 been able to discuss this material with school staff who ordered it or who use it?

YES NO

3. Are you aware of the judgment 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).

(continued)

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

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

6. What 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

RELATIONS WITH COMMUNITY ORGANIZATIONS

The Schools shall cooperate with all 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: December 18, 2000

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78,
22.1-253.13:7(0-4)

RELATIONS WITH PARENT ORGANIZATIONS

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 close liaison with the board, administration, and staff, and that they plan their actions in accordance with established board and school policies.

Adopted: December 18, 2000

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78,
22.1-253.13:7(D-4)

SEX OFFENDER REGISTRY NOTIFICATION

The NORTHUMBERLAND 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 NORTHUMBERLAND COUNTY school division shall request electronic notification of the registration of any sex offenders 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 NORTHUMBERLAND 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 (<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 NORTHUMBERLAND 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 volunteer 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 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.
6. Students and Parents of Students. A sex offender registrant who is the parent or guardian of a student, shall be permitted to participate in appropriate parent or guardian activities, unless prohibited by court order. Students who are registered sex offenders may not be precluded from attending school.

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: August 14, 2006

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-79.3, 9.1-914, 9.1-918 and 19.2-90.1.

Cross Ref: DJF Purchasing Procedures
KNAJ Relations with Law Enforcement Authorities

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Investigations by Law Enforcement Officers at School

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

Service of Process at School

Should there be a need to serve a student or school employee with any "legal process", the School Board encourages the process 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.

Report to Law Enforcement Officials

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

1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting or wounding of any person or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, 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 medication; 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: September 12, 2005

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(B-D).

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

PARENTAL RIGHTS AND RESPONSIBILITIES

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; and
5. receive all notifications in accordance with the Individuals with Disabilities Education Act.
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. on the NORTHUMBERLAND COUNTY Schools registration form, 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; 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: September 12, 2005

Legal Refs: 20 U.S.C. § 1232(g)
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 Refs: JED Student Absences/Excuses/Dismissals
JO Student Records
KK School Visitors

COMMERCIAL, PROMOTIONAL, AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

Generally

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

Definitions

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

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

Authority to Enter into Agreements

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

Oh 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.

Requirements

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

- 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

if 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.
- 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, 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: May 15, 2006

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

Cross Refs:	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

