
SECTION K: School-Community Relations

KA	Goals for School-Community Relations
KB	Public Information Program
KBA	Requests for Public Records
KBA-E	Rights & Responsibilities
KBA-R	Requests for Public Records
KBA-F1	Request for Public Records
KBA-F2	Record of Inspection and/or Delivery of Copies
KBC	Media Relations
KBE	Internet Privacy
KC	Community Involvement in Decision Making
KD	Public Participation at School Board Meetings (Also BDDH)
KD-R	Public Participation at School Board Meetings Regulation (Also BDDH-R)
KF	Distribution of Information/Materials
KF-R	Distribution of Information Regulation
KG	Community Use of School Facilities
KG-R	Community Use of School Facilities Regulation
KG-F1	Use of Facilities Application
KG-R2	Stadium Lights
KGA	Sales and Solicitations in Schools
KGB	Public Conduct on School Property
KGB-R	Trespassing/Public Conduct on School Property
KGB-R1	Model Letter for Stay Away Order from Principals

SECTION K: School-Community Relations

KGC	Tobacco Products and Nicotine Vapor Products (Also GBEC/JFCH)
KGC-R	Tobacco Products and Nicotine Vapor Products Regulation
KH	Public Gifts to the Schools
KH-R	Public Gifts to the Schools Regulation
KH-F1	Form to Request Permission to Raise Funds on Behalf of the School(s)
KH-F2	Form to Make Cash Donations to the School(s)
KH-F3	Gift of Personalty Form
KJ	Advertising in the Schools
KK	School Visitors
KKA	Service Animals in Public Schools
KL	Public Complaints
KLB	Public Complaints About Learning Resources
KLB-E	Request for Reconsideration of Learning Resources
KMA	Relations with Parent Organizations
KMA-R	School Related Organizations
KN	Sex Offender Registry Notification
KNAJ	Relations with Law Enforcement Authorities
KNB	Reports of Missing Children
KP	Parental Rights and Responsibilities
KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

GOALS FOR SCHOOL-COMMUNITY RELATIONS

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

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

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 educational system that supports learning for all children, and
3. establish partnerships with the schools to enhance learning opportunities.

Adopted: August 8, 1995

Reviewed: June 8, 1999

Revised: November 12, 2002, May 13, 2003, November 9, 2004, November 11, 2008

Reviewed: July 21, 2015

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

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

PUBLIC INFORMATION PROGRAM

The Rappahannock County School Board recognizes the importance of providing information regarding the school division to the community. The Board utilizes all appropriate means and media in order to

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

Adopted: August 8, 1995

Reviewed: June 8, 1999

Revised: June 11, 2002

Reviewed: August 27, 2009, July 21, 2015

Revised: June 11, 2019, July 9, 2024

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

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

REQUESTS FOR PUBLIC RECORDS

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

Officers, employees, and members of the School Board who fail to provide public records as required by FOIA because they altered or destroyed the requested records with the intent to avoid the provisions of FOIA are subject to penalties in their individual capacity of up to \$100 per record altered or destroyed.

The name(s) and contact information for the person(s) Rappahannock County School Board has designated as its Freedom of Information Act (FOIA) Officer(s) is listed in regulation KBA-R Requests for Public Records and posted at the School Board office and on the division's website. The FOIA Officer(s) serve(s) as a point of contact for members of the public in requesting public records and coordinate(s) the School Board's compliance with FOIA. The FOIA officer(s) receive(s) training at least once during each consecutive period of two calendar years beginning on the date on which the FOIA Officer last completed a training session by the School Board's legal counsel or the Virginia Freedom of Information Advisory Council.

Adopted: April 13, 1999

Revised: June 11, 2002

Reviewed: August 27, 2009, July 21, 2015

Revised: October 11, 2016, October 10, 2017, March 12, 2019, June 11, 2019, August 11, 2020, July 12, 2022

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2, 2.2-3714.

Cross Ref.: KBA-E Rights and Responsibilities
KBA-R Requests for Public Records

Rights & Responsibilities

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

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

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

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

FOIA Rights

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

Making a Request for Records from Rappahannock County Public Schools

- Records may be requested by U.S. mail, fax, e-mail, in person or over the phone. FOIA does not require that a request be in writing, nor that it specifically state that records are being requested under FOIA.
- As a practical matter, it may be helpful to both the requestor and the person receiving the request to put the request in writing. This creates a record of the request. It also gives us a clear statement of what records are requested, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to a FOIA request if it is not put in writing.
- A request must identify the records sought with “reasonable specificity.” This is a common-sense standard. It does not refer to or limit the volume or number of records requested; instead, it requires the requestor to be specific enough so that we can identify and locate the records that are requested.

- A request must ask for existing records or documents. FOIA creates a right to inspect or copy records; it does not apply to general questions about the work of Rappahannock County Public Schools, nor does it require Rappahannock County Public Schools to create a record that does not exist.
- A requestor may choose to receive electronic records in any format used by Rappahannock County Public Schools in the regular course of business. For example, if requested records are maintained in an Excel file, the requestor you may elect to receive those records electronically, via e-mail or on a computer disk or to receive a printed copy of those records.
- If we have questions about a request, please cooperate with staff's efforts to clarify the type of records sought, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss a request to ensure that we understand what records are being sought.

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

Robin Bolt, Director of Administrative Services and Amy Newman, School Board Clerk, can be reached at 540-227-0023

In addition, the FOIA Advisory Council is available to answer questions about FOIA. The Council may be contacted by e-mail at foiacouncil@dls.virginia.gov or by phone at (804) 698-1810 or 1-866-448-4100.

Rappahannock County Public Schools' Responsibilities in Responding to Your Request

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

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

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

1. We provide the records requested in their entirety.
2. We withhold all of the records requested, because all of the records are subject to a specific statutory exemption or exemptions. If all of the records are being withheld, we must send a response in writing. That writing must identify the volume and subject matter of the records withheld and state the specific section(s) of the Code of Virginia that allows us to withhold the records.

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

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

Costs

Except with regard to scholastic records requested pursuant to subdivision A 1 of Va. Code § 2.2-3705.4 that must be made available for inspection pursuant to the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and such requests for scholastic records by a parent or legal guardian of a minor student or by a student who is 18 years of age or older, Rappahannock County Public Schools may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying or searching for the requested records and makes all reasonable efforts to supply the requested records at the lowest possible cost. Rappahannock County Public Schools does not impose any extraneous, intermediary or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the schools. Any duplicating fee charged by Rappahannock County Public Schools will not exceed the actual cost of duplication. Prior to conducting a search for records, Rappahannock County Public Schools notifies the requestor in writing that it may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquires of the requestor whether the requestor would like to request a cost estimate in advance of the supplying of the requested records as set forth in Va. Code § 2.2-3704.F. A requestor may request that Rappahannock County Public Schools estimate in advance the charges for supplying the records requested. This will allow the requestor to know about any costs upfront, or give the requestor the opportunity to modify the request in an attempt to lower the estimated costs.

The requestor may have to pay for the records requested from the Rappahannock County Public Schools. FOIA allows us to charge for the actual costs of responding to FOIA requests. This includes items like staff time spent searching for the requested

records, copying costs or any other costs directly related to supplying the requested records. It does not include general overhead costs. Any costs incurred by the Rappahannock County Public Schools in estimating the cost of supplying the requested records will be applied toward the overall charges to be paid by the requestor for the supplying of such requested records.

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

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

How Charges are Determined

The FOIA Officer, after receiving a request for records, promptly determines whether any requested documents exist and, if they do, the number and location of those records. Where a portion of individual records must be redacted prior to inspection and copying, the cost of doing this is taken into account. The following costs are charged at the rates indicated, not to exceed actual cost:

- Staff member search time, charged by the quarter hour; depending on the staff member(s) involved in the search, rates of \$2.50 to \$5.00 per quarter hour may apply
- Computer search time, charged at the rate of \$2.50 to \$5.00 per quarter hour
- Computer printouts, charged at the rate of 25 cents per page
- Photocopies (including those necessary to perform redactions), charged at the rate of 15 cents per page
- Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, or courier charges)

Types of Records

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

- Personnel records concerning employees and officials of Rappahannock County Public Schools
- Scholastic records
- Business and finance records
- Operational records involving support departments such as Technology, Transportation, Facilities, Food Services, etc.
- Agendas, minutes and other records of the meetings of the School Board and committees appointed by the School Board (which are also available on the Rappahannock County Public Schools website at rappahannockschools.us)

- Records of contracts to which Rappahannock County Public Schools is a party
- Commonly Used Exemptions**

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

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

Policy Regarding the Use of Exemptions

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

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

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

Adopted: October 10, 2017

Revised: July 11, 2023

REQUESTS FOR PUBLIC RECORDS

Rappahannock County School Board is committed to full compliance with the Virginia Freedom of Information Act (FOIA) and processes all requests for public records in accordance with the following procedures.

Robin Bolt, Director of Administrative Services, and Amy Newman, School Board Clerk are Rappahannock County School Board's FOIA Officers. The FOIA Officers serves as a point of contact for members of the public in requesting public records and coordinates the school board's compliance with FOIA. The FOIA Officers may be reached at 540-227-0023.

Access to Records

1. When practicable, the following records are available on request at the central office:

Salary Scales School Board Agendas Approved School Board Minutes.

2. Unless otherwise specified by the FOIA Officer, inspection of records takes place at the central office of Rappahannock County School Board during its regular office hours and records are not removed from that site. Copies may be requested in lieu of or at the time of inspection, subject to the charges listed below. Nonexempt records maintained in an electronic database are produced in any tangible medium or format identified by the requester that is regularly used in the ordinary course of business by Rappahannock County School Board, including posting the records on a website or delivering the records through an electronic mail address provided by the requester.
3. Requesters must provide their legal name and address and verification that the requester is a citizen of the Commonwealth, a representative of a newspaper or magazine with circulation in the Commonwealth, or a representative of a radio or television station broadcasting in or into the Commonwealth.
5. The FOIA Officer or designee is present during inspection or copying of records. A record of each inspection is made, using form KBA-F2 Record of Inspection and/or Delivery of Copies.

Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the Rappahannock County Public Schools FOIA Officer at: 6 Schoolhouse Road, Washington, VA 22747, 540-227-0023, fax 540-987-8896.

3. Requesters should make their requests using Form KBA-F1 Request for Public Records. Requests received via telephone are transcribed onto Form KBA-F1 Request for Public Records by school board staff. Written requests other than on Form KBA-F1 Request for Public Records are appended to a copy of the form by staff, who fill out as much of the form as possible.
4. School board staff provide Form KBA-F1 Request for Public Records and a copy of this regulation upon request to any person interested in obtaining access to records, and shall instruct the requester to direct the request to the FOIA Officer. Telephone inquiries are redirected to the FOIA Officer. Any written requests received by building personnel are immediately forwarded to the FOIA Officer with a notation indicating the date and time the request was received.

Responding to Requests

1. Prior to conducting a search for records, Rappahannock County Public Schools notifies the requestor in writing that it may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquires of the requestor whether the requestor would like to request a cost estimate in advance of the supplying of the requested records as set forth in Va. Code § 2.2-3704.F. A requestor may request that Rappahannock County Public Schools estimate in advance the charges for supplying the records requested. This will allow the requestor to know about any costs upfront, or give the requestor the opportunity to modify the request in an attempt to lower the estimated costs. Any costs incurred in estimating the cost of supplying the requested records will be applied toward the overall charges to be paid by the requestor for the supplying of such requested records.
2. Promptly, but in all cases within five working days of receiving the request, the school division provides the requested records to the requestor or makes one of the following responses in writing:
 - (a) The requested records are being entirely withheld. The response will identify with reasonable particularity the volume and subject matter of the withheld records, and, with respect to each category of withheld records, cite the specific Virginia Code section(s) or other law that authorizes the withholding of the records.

- (b) The requested records are being provided in part and are being withheld in part. The response will identify with reasonable particularity the subject matter of the withheld portions and cite, with respect to each category of withheld records, the specific Virginia Code section(s) or other law which authorizes the withholding of the records.
- (c) The requested records could not be found or do not exist. If the school division knows that another public body has the requested records, the response includes contact information for the other public body.
- (d) It is not practically possible to provide the records or to determine whether they are available within the five-day period. Such response specifies the conditions which make a response impossible. If the response is made within five working days, one of the preceding responses is provided within an additional seven-day period.

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

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

3. The five-day period begins on the first working day following the day the request is received by the school division. Any time that elapses between the time the requester is notified of an advance cost determination pursuant to the procedures detailed below and the time that the requester responds to that notice is not counted in calculating the five working days.

Processing of Requests

1. The FOIA Officer, after receiving a request, promptly makes an initial determination

as to whether the requested records will be provided to the requester, will be withheld, either completely or in part, or if it is practically impossible to provide the requested records or to determine whether they are available within five days.

2. If the FOIA Officer is unsure whether the requested documents should be provided to the requester, legal advice is promptly sought.
3. If the FOIA Officer is uncertain whether the requested records exist or where they may be located, efforts are promptly initiated to locate the records or determine whether they exist.
4. If the requested records will be made available either in whole or in part, the FOIA Officer promptly consults with School Board staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this is taken into account. The following costs are charged at the rates indicated, not to exceed actual cost:
 - Staff member search time, charged by the quarter hour. Depending on the staff member(s) involved in the search, rates of \$2.50 to \$5.00 per quarter hour may apply.
 - Computer search time, charged at the rate of \$2.50 to \$5.00 per quarter hour
 - Computer printouts, charged at the rate of 25 cents per page
 - Photocopies (including those necessary to perform redactions), charged at the rate of 15 cents per page.
 - Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, or courier charges).
5. If the requester has asked for an advance determination of the cost, or if the cost is expected to exceed \$200, the requester shall be notified in advance of the cost associated with the request. If the cost of the request is determined to exceed \$200, the School Board may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the

requested records. No further action shall be taken until the requester responds, and the requester must agree to pay the estimated amount before any further processing of the request is performed.

6. Before processing a request for records, the FOIA Officer may require the requester to pay any amounts owed to the school board for previous requests for records that remain unpaid 30 days or more after billing.
7. If school division records have been transferred to any entity, including any other public body, for storage, maintenance or archiving, the school division remains the custodian of the records for purposes of responding to requests and is responsible for retrieving and supplying the records to the requester.
8. Any records to be disclosed are assembled for inspection and copying by school board staff, under the direction and supervision of the FOIA Officer.
9. School board staff are responsible for recording the date the request was received, verifying identification and recording and assembling additional information about the request as indicated on Form KBA-F1 Request for Public Records.

Adopted: April 13, 1999

Revised: June 11, 2002, September 9, 2003, October 9, 2007

Reviewed: July 21, 2015

Revised: October 11, 2016, September 11, 2018, March 12, 2019, July 12, 2022

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.01, 2.2-3704.1, 2.2-3704.2.

Cross Ref.: KBA Requests for Public Records

REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

E-mail address _____

Phone _____

I am a (check one):

- Citizen of the Commonwealth of Virginia
- Member of the Press referenced in Va. Code §2.2-3704

News Organization _____

Requesters may be asked to provide verification that they are citizens of the Commonwealth or a member of the press referenced in Va. Code § 2.2-3704.

STAFF USE ONLY

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: _____

Itemized Cost Estimate Attached

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

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

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

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

Specify format desired (if available):

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

Signature _____

Date _____

RETURN COMPLETED FORM TO:
RAPPAHANNOCK COUNTY PUBLIC SCHOOLS
Attention: FOIA Officer
6 Schoolhouse Road
Washington, VA 22747

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

Inspection of Public Records

Date _____ Time In _____ Time Out _____

Person Inspecting Records

Name Signature

Staff Person in Attendance

Name Signature

Records Reviewed (describe)

Copies of Public Records

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

Staff Person
Providing Copies

Name Signature

MEDIA RELATIONS

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

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

Adopted: August 8, 1995

Reviewed: June 8, 1999, August 9, 2005

Revised: October 9, 2007, November 11, 2008, July 21, 2015, April 13, 2021

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

Cross Ref.: JO Student Records
 KA Goals for School-Community Relations
 KB Public Information Program

INTERNET PRIVACY

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

Rappahannock County School Board collects the following information through its website:

Information we collect

When you access our website, the routing 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). The information you might choose to send us is listed below as "optional information."

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

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

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

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

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

Information collected through the division's website is used as follows:

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

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

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

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

The Superintendent is responsible for creating and updating, as necessary, an internet privacy policy statement. The statement is available on the division’s website in a conspicuous manner.

Adopted: December 12, 2000

Revised: June 11, 2002, July 9, 2024

Reviewed: August 27, 2009, July 21, 2015, June 11, 2019

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

COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

Adopted: August 8, 1995

Reviewed: June 8, 1999, August 9, 2005, July 21, 2015, April 13, 2021

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

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

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community, including students enrolled in the division, are invited and encouraged to attend meetings of the Rappahannock County School Board to observe its deliberations. Any member of the community may address the School Board on matters related to the Rappahannock County public schools at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School Board are requested to contact the superintendent, the School Board chair or their designee for placement on the agenda.

The chair is responsible for the orderly conduct of the meeting and rules on such matters as the appropriateness of the subject being presented and length of time for such presentation. Upon recognition by the chair, the speaker shall address the chair and if, at the conclusion of the speaker's remarks, any member of the School Board desires further information, the member addresses the speaker only with the permission of the chair. No one is allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

Student Participation

Students enrolled in a public elementary or secondary school in the division are permitted to address the School Board during any public comment or citizen participation portion of a school board meeting. Such students must follow the same sign-up procedures and rules and restrictions relating to time, place, and manner of speaking that are adopted by the School Board and applicable to all public participants.

The School Board may require a student to provide identification in the form of a current student identification card or other school document, such as a report card or a personal school email address, before allowing the student to provide oral comments, in accordance with Virginia law.

Adopted: August 8, 1995

Reviewed: June 8, 1999

Revised: November 9, 2004, November 11, 2008

Reviewed: July 21, 2015

Revised: October 11, 2016, April 13, 2021, July 9, 2024

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-253.13:7.

PUBLIC PARTICIPATION AT SCHOOL BOARD
MEETINGS REGULATION

During the public comment portion of a school board meeting, the Rappahannock County School Board requests that each person state their name and district. No person may speak on an issue more than 3 minutes and no one may speak twice on an issue until all present have had an opportunity to speak.

Regulation: October 8, 2013
Reviewed: July 21, 2015

DISTRIBUTION OF INFORMATION/MATERIALS

The Rappahannock County School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. Approval must be obtained from the superintendent, or superintendent's designee, before any materials may be distributed or made available at the request of non-school organizations. Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Rappahannock County School Division.

Approval will not be given for materials which

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

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

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

Political Communications

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

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

Adopted: January 9, 2007

Reviewed: July 21, 2015

Revised: November 10, 2015, June 11, 2019, July 11, 2023

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

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

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79.3, 22.1-
79.5, 22.1-131, 22.1-279.6 and 22.1-293.

Acts 2016, c. 647.

Cross Refs.:	JOB	Administration of Surveys and Questionnaires
	KG	Community Use of School Facilities
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

DISTRIBUTION OF INFORMATION REGULATION

Rappahannock County School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division.

The division superintendent, and/or his/her designee, must approve all materials sought for distribution. Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission.

No materials will be distributed for the purpose of personal business advertisements.

1. The organization must contact the division with the flyer or materials they wish to distribute. Approval will be contingent upon all materials meeting the approved guidelines of policy and regulation KF and containing the following disclosure: **“These materials and the activity described herein are not sponsored or endorsed by the Rappahannock County School Board.”**

2. Time: Distribution must be approved for specific date and time as approved by the building principal and is not approved beyond this time period.

3. Place: Distribution will be in the office of the schools or other areas as deemed appropriate such as distribution to teacher mail boxes for students to “take home.” (An example of such may be a 4-H community activity flyer that goes home to parents via students.)

4. Guidelines: All materials must be bundled in stacks of 20 for easy distribution into teacher mailboxes. The division will not copy or count materials for distribution on behalf of the organizations. No distribution will be permitted during class time.

Adopted: January 9, 2007

Reviewed: July 21, 2015

COMMUNITY USE OF SCHOOL FACILITIES

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

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

Adopted: August 8, 1995

Revised: June 8, 1999, September 9, 2003

Revised: June 14, 2005 with policy revisions to be effective July 1, 2005

Reviewed: August 27, 2009

Revised: October 12, 2010

Reviewed: July 21, 2015

Revised: June 13, 2017, June 11, 2019

Legal Refs.: 20 U.S.C. § 7905

Code of Virginia, 1950, as amended, §§ 22.1-79.3, 22.1-130.1, 22.1-131, 22.1-132.01.

Cross Refs.: DN Disposal of Surplus Items
GBEC/JFCH/KGC Tobacco Products and Nicotine Vapor Products
IGDA Student Organizations
IIBEA/GAB Acceptable Computer System Use
KF Distribution of Information/Materials
KGA Sales and Solicitations in Schools
KGB Public Conduct on School Property

COMMUNITY USE OF SCHOOL FACILITIES REGULATION

Rules and Conditions for Use of School Facilities

Conditions under which school building and grounds may be used for nonschool activities are enumerated in this regulation. A copy will be made available to all who request the use of school facilities.

1. All individuals or groups using school facilities will follow prescribed school board policies and division regulations regarding illegal substances, smoking, profane language, lewd and immoral behavior.
2. Custodial services will be defined by the principal or designee.
3. Food and refreshments may be sold, served, and consumed in the dining area of the building, the concession stand area, or area approved by the principal.
4. Whenever a kitchen is rented, a food services employee must be present during the authorized time or rental. A fee may be charged for this service.
5. The group renting the facility will be held responsible for the following:
 - a. Proper conduct of persons in attendance
 - b. Care of property
 - c. Removal of trash and debris so that the condition of the facility is similar to that which existed prior to authorized use
 - d. Return of all furniture and equipment to original locations
6. Any organization desiring to move special properties into the school or into the grounds, including the auditorium, prior to or on the date of rehearsal or performance must obtain permission from the principal or a designee.
7. Permission for bringing equipment such as concession stands or trucks or carnival equipment on to school property must be requested in writing thirty days in advance before a formal agreement can be considered.
8. The parking of automobiles shall be restricted to designated areas.
9. Premises are rented with the understanding that “tipping” of custodians or other school personnel is not permitted.
10. Except by special permission of the principal, a group shall not be permitted to remain after 12 midnight.
11. Building keys will not be provided to any group.

12. The right to revoke a permit at any time is reserved by school authorities.
13. Religious groups may apply for permission to use facilities for religious services over an extended period of time with the following conditions:
 - a. Contracts will be reviewed and renewed yearly.
 - b. A custodian will be required on school premises during church services.
 - c. The applicant must have definite building plans, i.e., own land, have blueprints, and/or a building fund.
14. The use of school buildings and grounds is limited to approved organizations and citizens living within Rappahannock County.
15. School facilities may not be used for dances except those sponsored by a class or bona fide club of the school.
16. School facilities shall not be used for parties or celebrations which are essentially private in nature or other similar parties.
17. Conducting private business on school grounds on a regular basis is prohibited. The superintendent or his designee may make exceptions upon the recommendation of the principal for the use of school facilities by certain businesses based on the following criteria:
 - a. The school principal makes a written recommendation to the superintendent or his designee that the private business provides a service that benefits the educational needs of the students;
 - b. Special permission must be granted by the Superintendent or designee to provide services to non-students;
 - c. The private business pays a facility use charge or the superintendent or his designee determines that such charge should be waived or reduced;
 - d. The private business provides a certificate of insurance demonstrating adequate liability insurance coverage that meets Rappahannock County Public Schools requirements;
 - e. The private business provides such services outside of the instructional day.

Regulation added October 12, 2010
Reviewed: July 21, 2015

**RAPPAHANNOCK COUNTY PUBLIC SCHOOLS
Use of Facilities Application**

School or Field or Lights Requested:

_____ Rappahannock County Elementary School	Application Date _____
_____ RCES Athletic Fields (Please specify _____)	Specific Area in School: _____ Auditorium
_____ Auxiliary Gym	_____ Cafeteria
_____ Rappahannock County High School	_____ Classroom
_____ Gymnasium	_____ Baseball or Softball Field on County property behind RCES-After Spring Athletic Season (Please specify _____)
_____ RCHS Athletic Fields (Please specify _____)	_____ Lights on Athletic Fields (Please see back of this form.)

Date Facility Will Be Used _____ Hours Used _____
 Day: Mon. Tues. Wed. Thurs. Fri. Sat. Sun. (Circle One)

Name of Group requesting use of facilities: _____
 Nature and purpose of activity: _____
 Is this a non-profit organization/individual? _____
 Estimated number attending: _____
 Person in charge: _____
 Address: _____
 Telephone Number: _____

Signature: _____
NOTE: The person designated as being in charge of the activity shall be the official spokesman for the group or organization in all matters pertaining to use of school property.

Rules/Understandings:

1. School groups have priority for use of facilities.
2. Organization/individual must be non-profit.
3. No modifications can be made to school facilities, including athletic fields, without prior approval.
4. Children must be properly supervised.
5. Smoking is prohibited at all times inside or outside any RCPS building on any RCPS property.
6. The possession, use, or distribution of alcoholic beverages or illegal drugs in or upon school property is prohibited at all times.
7. Cafeteria tables may not be moved. Only custodians or qualified school personnel may move cafeteria tables. Cafeteria personnel **must** be present if kitchen facilities are used.
8. The group will be responsible for vandalism and/or items reported missing from the school.
9. If a space is reserved and not used, the Building Administrator must be notified within 24 hours of the scheduled event. A cancellation fee may be assessed if preparation was required.
10. Groups or organizations may not use school property until after 3:30 p.m. on a regular school day.
11. Refreshments may not be served in places other than the cafeteria except by special permission of the principal.
12. A staff member must be present during all indoor activities, except Government Groups.
13. Groups must arrive and depart on schedule.
14. Groups are responsible for picking up any trash on athletic fields after their activity.
15. Groups using Softball and Baseball fields must bring their own drinking water. Water at site is for use for field maintenance only.
16. The principal will be notified immediately of any damage or other problems encountered.
17. The School Board reserves the right to make any rules deemed reasonable and necessary for proper protection of school property.
18. The principal may require a group to provide law enforcement supervision.

NOTE: Necessity for custodial services will be determined by the building principal. The School Board reserves the right to revoke a permit at any time and waive or adjust fees at its discretion.

Please see fee schedule on back of this form.

Fees payable: Use of facilities _____
 Custodial services _____
 Lights _____

 Other _____
Total Fees Due _____

Action on request by School Officials

Request: Approved _____ Denied _____
 School Official: _____
 Date: _____

Note: For use of any Athletic Field, this form should be submitted to the high school Athletic Director. Please submit all other requests to the appropriate school office.

Fee schedule is on the back of this application.

Use of Facilities Fee Schedule

Location	Organization	Charge	Supervision Required
<p>RCHS Gymnasium, or Auditorium, or RCES Multipurpose Room, Or Classrooms, or Library, or Kitchen, or Cafeteria</p>	<p>Type I: School Groups, including PTO, Education Foundation, Virginia Public Education Institutions, Booster Organizations; Government Groups, and Fire/Rescue Squads</p>	<p>\$0</p>	<p>School Personnel As stated on the front of this form, a cafeteria staff member who holds a Serv-Safe certificate must be present if the kitchen is used. Cafeteria employees must be paid directly by the organization.</p>
<p>RCHS Gymnasium, or Auditorium, or RCES Multipurpose Room, Or Classrooms, or Library, or Kitchen, or Cafeteria</p>	<p>Type II Organizations: Scouts, 4H, and Youth Sports Organizations</p>	<p>\$0 for use of school facilities by these groups on days school is in session. \$50 / hour (\$25 cleaning, \$25 supervision for use of buildings on days school is not in session. These fees will be waived if a full-time salaried school employee from that building is willing to volunteer to supervise and clean the facilities. Full-time Custodians and Cafeteria personnel may not volunteer.</p>	<p>School Personnel Only cafeteria employees may supervise kitchen. As stated on the front of this form, a cafeteria staff member who holds a Serv-Safe certificate must be present if the kitchen is used. Cafeteria employees must be paid directly by the organization.</p>
<p>RCHS Gymnasium, or Auditorium, or RCES Multipurpose Room, Or Classrooms, or Library, or Kitchen, or Cafeteria</p>	<p>Type III Organizations: Community groups, including church groups, educational adult programs and individuals.</p>	<p>\$100/ hour. This includes \$25 for cleaning, \$25 for supervision, and \$50 for rental (Rental fees include use of equipment, a/c, heat, electricity, etc.)</p>	<p>As stated on the front of this form, a cafeteria staff member who holds a Serv-Safe certificate must be present if the kitchen is used. Cafeteria employees must be paid directly by the organization. Custodial Staff to close as needed.</p>
<p>Ball Fields</p>	<p>Type I, II, and III Type I Type II/III Organizations NOTE: Use of ball field lights by non-school groups will be discouraged and considered on a case-by-case basis.</p>	<p>\$0 if no lighting required \$0 if lighting is required \$25/hour if lighting is required</p>	<p>No supervision required. Scheduling of field use is required.</p>

Approved: September 15, 1988

Revised: June 8, 1999, March 23, 2004, June 14, 2005 (eff.7/1/05), January 9, 2007 (eff.7/1/07), Nov. 11, 2008, June 12, 2012, July 21, 2015

STADIUM LIGHTS

Stadium lights installed at playing fields used by the Rappahannock County Public Schools are intended for the use of participants in the school division's athletic and band programs. The use of lights is to be strictly managed, both for energy management and to minimize impact on neighboring property owners.

1. The stadium lights installed at the various facilities are intended primarily for use during athletic events and occasional practices involving students of Rappahannock County Public Schools.
2. The stadium lights may be used for special, public school-related events (graduation, graduation practice, etc.) at the discretion of the Superintendent of the Rappahannock County Public Schools.
3. The stadium lights may be used for a limited number of community events (such as the Relay for Life, etc.) after review and approval by the Superintendent of the Rappahannock County Public Schools.
4. Where possible, multiple events are to be scheduled on the same evening.
5. Lights will be turned off by 10:00 p.m., unless there are extenuating circumstances.

Regulation added 2/10/09
Reviewed: July 21, 2015

SALES AND SOLICITATIONS IN SCHOOLS

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

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

Adopted: August 8, 1995

Reviewed: June 8, 1999, August 9, 2005, June 10, 2008

Revised: November 11, 2008

Reviewed: July 21, 2015

Revised: March 12, 2019, April 12, 2022

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

Cross Refs.: DJG Vendor Relations
GAB/IIBEA Acceptable Computer System Use
GAH School Employee Conflict of Interests
GCQAB Tutoring for Pay
JL Fund Raising and Solicitation
KG Community Use of School Facilities
KJ Advertising in the Schools
KK Visitors to the Schools

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

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

In accordance with Policy KGC Tobacco Products and Nicotine Vapor Products, use of tobacco products and nicotine vapor products is not permitted in schools, at school-sponsored events, or in school vehicles.

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

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

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

Adopted: August 8, 1995

Reviewed: June 8, 1999, August 9, 2005, June 10, 2008

Revised: November 11, 2008

Reviewed: July 21, 2015

Revised: November 10, 2015

Revised to local policy: October 10, 2017

Revised: June 11, 2019, April 13, 2021

Legal Refs.: 20 U.S.C. §§ 6083, 7973.

Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78, 22.1-79.5.

Cross Refs:	ECAB	Vandalism
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	KK	School Visitors
	KN	Sex Offender and Crimes Against Minors Registry Information

TRESPASSING/PUBLIC CONDUCT ON SCHOOL PROPERTY

Trespassing

Rappahannock County students, patrons and school personnel are expected to have the appropriate authorization to be on School Board property.

- A. Any student who has been suspended from attendance may be considered a trespasser if he/she appears on any Rappahannock County Public School property during the suspension period without prior administrative approval. Violation of this section will be considered an additional infraction and will require a separate disposition.
- B. Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers.
- C. Any student or other person who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so will be considered trespassing.
- D. No student or other person may attend or visit the Rappahannock County School as a guest without authorization from the school's administration. Exceptions to this are scheduled athletic competitions and school functions open to the public.
- E. If the Principal determines that it is in the best interest of students to request that an individual not enter onto school grounds, the Principal shall send a stay-away-letter to the individual. (See attached model letter.)
- F. If an official no trespass notice is necessary, the process has to be handled by the Superintendent of Schools or his/her designee in conjunction with the Sheriff's Office.

Public Conduct on School Property

No one may possess or consume any alcoholic beverage in or on the grounds of any public school at any time. Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, will be ejected and/or prosecuted.

Regulation Adopted: October 9, 2001

Reviewed: September 15, 2009

Revised: July 21, 2015

Model Letter for Stay Away Order from Principals

(Rappahannock School Stationery)

Date

(Inside Address)

Dear _____:

Due to your involvement in _____ at the Rappahannock County
_____ (school buildings, school grounds, buses/bus stops)
on _____, you are permanently banned from the grounds of this
_____ (school, schools) and at all _____ school
related functions, effective immediately. Under no circumstances are you to enter our
property or attend a Rappahannock County _____ School event for any reason at
any time.

In view of the nature of the incident and your involvement in it, we are obliged to take
this action and to inform you further that if you violate this prohibition, you will be treated
and reported immediately as trespassing. I trust that you will observe this notice.

Sincerely,

Principal

cc: Rappahannock County Sheriff
Commonwealth's Attorney
Superintendent of Schools

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

Generally

Students are prohibited from possessing any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

The superintendent is responsible for developing a regulation which contains

- provisions for the enforcement of this policy among students, employees, and visitors, including the enumeration of possible sanctions or disciplinary actions, and
- referrals to resources to help staff and students overcome tobacco addiction.

Definitions

"Nicotine vapor product" means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

Adopted: August 8, 1995

Reviewed: June 8, 1999

Revised: November 12, 2002, May 13, 2003, January 9, 2007, June 10, 2008

Reviewed: July 21, 2015

Revised: November 10, 2015

Revised to local policy: October 10, 2017

Revised: June 11, 2019, July 11, 2023

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 18.2-371.2, 22.1-79.5, 22.1-279.6.

Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse
 GBEC/JFCH Tobacco Products and Nicotine Vapor Products
 KG Community Use of School Facilities
 KGB Public Conduct on School Property

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS REGULATION

Use of Tobacco Products

The use and distribution of tobacco products; nicotine vapor products, or alternative nicotine products, including electronic smoking devices, and any components or accessory used in the consumption of a tobacco product (including liquid-containing nicotine) is prohibited by students, staff, contractors, and visitors on school property or school premises, on school buses, and at on-site or off-site school-sponsored activities, at any time, including non-school hours.

School property includes any building, structure, or vehicle owned, leased, or contracted by the Division, both on- and off-site.

School premises means any property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by the Division, both on- and off-site.

Appropriate signage will be posted in buildings and on school property in a manner and location that adequately informs students, staff, and visitors of the policy, including at entrances to school buildings and athletic events.

Consequences for employees who violate this regulation will be in accordance with School Board Policy GCPD, "Professional Staff Discipline." For RCPS employees, a first offense will merit a verbal warning and a referral to tobacco cessation resources. A second offense will bring a written warning that will be included in the employee's personnel file. A third offense will prompt a letter advising that the violation is "considered insubordination" and will be treated as a disciplinary matter.

Visitors using tobacco products as defined by this regulation will be asked to refrain or leave the premises. Law enforcement may be contacted to escort the person off the premises or cite the person for trespassing, if the person refuses to leave. Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

The Superintendent, Designee, and Principals are responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

Regulation added: July 22, 2019

PUBLIC GIFTS TO THE SCHOOLS

The School Board acts on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on its acceptance of gifts.

When any real or personal property is given to and accepted by the Board, it vests in the Board unless inconsistent with the terms of the gift, devise or bequest, and is managed by the Board, according to the wishes of the donor or testator. The Board in addition to the regular settlement it is required to make of all school funds, settles 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 8, 1995

Reviewed: June 8, 1999

Revised: November 12, 2002, May 11, 2004

Reviewed: August 27, 2009

Revised: May 14, 2013, July 21, 2015, June 11, 2019, July 9, 2024

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

Cross Ref: EFB Food Services
 FE Playground Equipment
 FFA Naming School Facilities
 KJ Advertising in the Schools
 KQ Commercial, Promotional, and Corporate Sponsorships and
 Partnerships

Public Gifts to the Schools Regulation

Gifts from Booster and Other Support Organizations

The Rappahannock County School Board appreciates the support provided by school-related booster and support organizations (PTO, Advisory Committees, etc). With prior approval of the Principal for school-level gifts, or the Superintendent for division-wide gifts, booster and support organizations will be authorized to raise funds on behalf of the schools. The principal will provide copies of this policy and the attached form to each known school-related booster / support organization. School teams and clubs are not covered by this policy, but must have the principal's approval for fund-raising activities.

Booster / support organizations may make cash or in-kind donations to the school. These must be in accordance with school needs as determined by the principal. All gifts are the property of the Rappahannock County School Board.

Gifts from non-school-related individuals / organizations

The Rappahannock County School Board appreciates the support provided by community individuals and non school-related groups. With prior approval of the Principal for school-level gifts, or the Superintendent for division-wide gifts, community individuals and non school-related groups may be authorized to raise funds on behalf of the schools. The principal will provide copies of this policy and the attached form to community individuals and non school-related groups upon request.

Community individuals and non school-related groups may make cash or in-kind donations to the school. These must be in accordance with school needs as determined by the principal. All gifts are the property of the Rappahannock County School Board.

Donations of Facilities

The Superintendent will provide a Donor Agreement form for those who propose to donate structural facilities to the schools. The Donor Agreement shall include provisions for site plans and detailed drawings signed by an architect or engineer, a detailed description of the proposed facility, timeline for completion, evidence that the building inspector is willing to approve the proposal, and written evidence of the organization's / individual's financial capability to complete the project within the timelines. The School Board's Facilities Committee will review the completed Donor Agreement and make recommendations regarding the proposal for consideration by the full School Board.

NOTE: All donations must be acknowledged.

Regulation Added July 11, 2006

Regulation Revised: November 9, 2010

Regulation Reviewed: July 21, 2015

Public Gifts to the Schools

Form to Request Permission to Raise Funds on Behalf of the School(s)

Name of Individual/Organization _____

Name of Individual/President of Organization _____

Individual/President's Address _____

Email Address _____ Home tel. _____

Work tel. _____ Cell tel. _____

Description of Requested Fund-Raising Event: _____

Purpose for Which Funds are Being Raised _____

I understand that individuals/organizations may make cash or in-kind donations to the school. These must be in accordance with school needs as determined by the principal/Superintendent. All gifts are the property of the Rappahannock County School Board.

Signature of President _____ Date _____

_____ approve _____ do not approve the above request.

Comments: _____

Signature of Superintendent _____ Date _____

Approval of School Board _____ approve _____ do not approve the above donation

Signature of School Board Chair _____ Date _____

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

Donations to the Schools

Form to Make Cash Donations to the Schools

Name of Individual/Organization _____

Mailing Address _____

Email Address _____ Home Tel. _____

Work Tel. _____ Cell Tel. _____

Amount of Cash Donation _____

Specific Purpose for Which Donation Should be Used _____

I understand that individuals / organizations may make cash or in-kind donations to the school. These must be in accordance with school needs as determined by the Division Superintendent. All gifts are the property of the Rappahannock County School Board.

Signature of Individual / Organization Representative Date

_____ approve _____ do not approve the above donation

Comments:

Signature of Superintendent Date

Approval of School Board _____ approve _____ do not approve the above donation

Signature of School Board Chair Date

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

Rappahannock County Public Schools

File: KH-F3

Office of the Superintendent

6 Schoolhouse Road

Washington, VA 22747

GIFT OF PERSONALTY

The undersigned do hereby certify that **the personalty listed on the attached inventory or list** has been donated in fee simple and absolutely to the Rappahannock County School Board. We warrant that there are no claims or liens of any other party to such property and the undersigned has the right and title to such property with the authority to convey the same. From this day forward such property shall belong solely to the Rappahannock County School Board.

Individual/Organization Name

Printed Name and Title

Mailing Address

Gift/Purpose/Value of Gift

=====
=====
I understand that individuals / organizations may make a gift to the school(s). These must be in accordance with school needs as determined by the School Principal/Division Superintendent. All gifts are the property of the Rappahannock County School Board.

Signature of Individual/Organization Representative Date Phone

_____ approve _____ do not approve the above donation

Comments:

Signature of Superintendent Date

Approval of School Board _____ approve _____ do not approve the above donation

Signature of School Board Chair Date

ADVERTISING IN THE SCHOOLS

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

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

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

Adopted: August 8, 1995

Reviewed: June 8, 1999

Revised: November 12, 2002, June 10, 2008

Reviewed: July 21, 2015

Revised: June 11, 2019

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

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

SCHOOL VISITORS

Generally

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender and Crimes Against Minors Registry Information before arriving at school property or school sponsored activities. The school division expects mutual respect, civility and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

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

Parents

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

Board Members

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

Adopted: August 8, 1995

Reviewed: June 8, 1999, August 9, 2005, June 10, 2008

Revised: November 11, 2008, July 21, 2015, September 11, 2018, April 13, 2021

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-4.3, 22.1-79.

Cross Refs.: DJG Vendor Relations
ECA Inventory and Reporting of Loss or Damage
GAB/IIBEA Acceptable Computer System Use
IGBC Parental Involvement
KGB Public Conduct on School Property
KN Sex Offender and Crimes Against Minors Registry
Information
KP Parental Rights and Responsibilities

SERVICE ANIMALS IN PUBLIC SCHOOLS

A. Service Animals

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

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

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

Vaccination: The service animal must be vaccinated as required by law.

Health: The service animal must be in good health.

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

C. Service Dogs in Training

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

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

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

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

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

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

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

D. Miniature Horses

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

E. Extra Charges

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

F. Supervision and Care of Service Animals

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

G. Damages to School Property and Injuries

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

H. Removal of Service Animals From School Property

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

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

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

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 disabled individual or parent or guardian can file a written grievance with the school division's Section 504 Coordinator.

Adopted: November 11, 2008

Revised: September 11, 2018, July 14, 2020, April 13, 2021, April 12, 2022

Legal Refs.: 28 C.F.R. 35.104, 35.136

Code of Virginia, 1950, as amended, §§ 3.2-6521, 51.5-44.

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

PUBLIC COMPLAINTS

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

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

Adopted: August 8, 1995

Reviewed: June 8, 1999, August 9, 2003, July 21, 2015

Revised: October 10, 2006, May 14, 2024

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

Cross Refs.: GB Equal Employment Opportunity/Nondiscrimination
GBA/JFHA Prohibition Against Harassment and Retaliation
GBLA Third Party Complaints Against Employees
IIA Instructional Materials
JB Equal Educational Opportunities/Nondiscrimination
KLB Public Complaints About Learning Resources

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

It is the responsibility of the Rappahannock County School Board to establish procedures for handling challenged controversial materials.

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

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 members of the community to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

Complaints about learning resources should 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. Materials shall be considered for their educational suitability and shall not be removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level may be submitted to the superintendent or superintendent's designee. The decision of the superintendent may be appealed to the School Board or reviewed at the School Board's request. The decision of the School Board will be final.

Adopted: August 8, 1995

Revised: June 8, 1999, November 12, 2002, October 10, 2006, November 11, 2008

Reviewed: July 21, 2015

Revised: November 10, 2015, July 12, 2022, May 14, 2024

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

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

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

Request By	_____		
Representing	_____	Myself	
		Organization or Group	
		(please identify)	_____
Address	_____	E-mail address	_____
Telephone	_____		
How do you prefer to be contacted?	_____		
Title or Description of Item	_____		
Author or Editor	_____		
Type of Material (book / film / record / speaker / software / other (specify))	_____		

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?

- YES NO

2. Have you discussed this material with school staff who ordered it or who use it?

- YES NO

If yes, please identify the staff person(s) with whom you had the discussion:

[Print name of staff person(s)]

Are you aware of evaluations of this material by professional critics?

- YES NO

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

- YES NO

3. 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).

4. Does the general purpose for the use of the material, as described by the school staff or in the Rappahannock County school division's program objectives, seem a suitable one for you?
 YES NO

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

5. What action[s] would you like to see the school take regarding this material?
 Do not assign it to my child Use of the material should be reevaluated
 Other—
Explain: _____

6. 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 PARENT ORGANIZATIONS

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

Adopted: August 8, 1995

Reviewed: June 8, 1999, August 9, 2005

Revised: June 10, 2008, November 11, 2008

Reviewed: July 21, 2015

Revised: November 10, 2015, May 14, 2024

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

Cross Refs.: IGBC
KF

Parental Involvement
Distribution of Information/Materials

SCHOOL RELATED ORGANIZATIONS

KMA-R

Rappahannock County Public Schools encourages the establishment of parent and staff supported organizations that enhance the educational mission of the division. The School Board appreciates the support provided by school-related organizations such as Advisory Council Committees and the PTO.

Advisory Councils will be comprised of parents, grandparents, guardians, business representatives, and staff working together to fulfill the mission of the council and support education. Advisory Councils will have an assigned staff advisor who is familiar with Virginia Department of Education guidelines and who will coordinate and attend all meetings. The Parent Teacher Organization will be comprised of parents, grandparents, guardians, and staff working together to support the students and teachers with activities and fundraising. A principal/administrator will represent the division at these meetings. All activities must follow school policy, Federal, and state regulations.

These organizations recognize that final decisions of programs and the legal responsibility of decisions related to the educational system remains the responsibility of the Rappahannock County Public School system. All teacher requests for funding, programs, materials and supplies must be approved by administration prior to submission to the organization.

All activities and fundraising must be approved by the principal for school-level programs and the superintendent for division-level programs (see policy KH and KH-R). Gifts may be made in accordance with school needs as determined by the principal. All gifts remain the property of the Rappahannock County School Board.

Cross refs: KMA Relations with Parent Organizations
KH and KH-R Gifts

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

SEX OFFENDER REGISTRY NOTIFICATION

Generally

Each school in the division registers with the Department of State Police to receive electronic notice of the registration, reregistration, or verification of registration information of any person required to register with the Sex Offender and Crimes Against Minors Registry (the Registry) within the division.

The superintendent establishes procedures regarding the use and distribution of information received from the Registry. Information received from the Registry may not be used to intimidate or harass.

The superintendent notifies the parent of each student enrolled in the school division of the availability of information in the Registry and the location of the website.

Visitors to Schools

When the school division learns that a parent, other than a parent who has been convicted of a Tier III offense as defined in Va. Code § 9.1-902, of an enrolled student is required to register with the Registry, the parent is notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When such a parent is permitted at school or at school functions the parent is monitored to ensure that he or she does not come into contact with any children other than the parent's own children.

When the school division learns that any person other than the parent of an enrolled student, who is required to register with the Registry, but who has not been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, seeks to be present at school or at school functions, the person is notified in writing that he or she is barred from being present at school or school functions without the express written approval of the principal of the school the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others.

Principals consider requests to be present at school or at school sponsored activities from all persons who are required to register with the Registry but have not been convicted of a Tier III offense as defined in Va. Code § 9.1-902 in accordance with procedures established by the superintendent.

No adult who has been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, may enter or be present during school hours, and during school-related or school-sponsored activities on any property the person knows or has reason to know is a school or child day center property, school bus, or on any property, public or private,

when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless

- the person is a lawfully registered and qualified voter and is coming upon such property solely to vote;
- the person is a student enrolled at the school; or
- the person has obtained a court order pursuant to Va. Code 18.2-370.5.C allowing the person to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

Adopted: November 10, 1998

Reviewed: June 8, 1999

Revised: May 11, 2004, October 10, 2006, October 9, 2007, November 11, 2008,
February 10, 2009

Reviewed: July 21, 2015

Revised: April 13, 2021

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-902, 9.1-914, 9.1-918 and 18.2-370.5.

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

Cross Ref: BBA School Board Powers and Duties
DJF Purchasing Procedures
KK School Visitors
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 is contacted immediately. The principal or principal's designee makes a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the interrogation. If the parent or guardian cannot be present for the interrogation, then the principal or principal's designee is 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 should be served at the principal's office of the school which the student attends or the main office of the facility at which the employee is assigned.

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

Development of Programs

The superintendent seeks to develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs and procedures to prevent violence and crime on school property and at school-sponsored events. The superintendent obtains and uses Sex Offender Registry information in accordance with Policy KN Sex Offender and Crimes Against Minors Registry Information.

Report to Law Enforcement Officials

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to the local law-enforcement agency all incidents involving alcohol, marijuana, a controlled substance, an imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications that may constitute a felony offense.

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to the local law-enforcement agency all incidents involving

- the sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or § [18.2-48](#), or stalking of any person as described in Va. Code § [18.2-60.3](#), on a school bus, on school property, or at a school-sponsored activity;
- any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- the illegal carrying of a firearm, as defined in Va. Code § [22.1-277.07](#), onto school property;
- 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; and
- 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

except that a principal is not required to but may report to the local law-enforcement agency any incident involving any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity committed by a student who has a disability.

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal may report to the local law-enforcement agency any incident described in Va. Code § 22.1-279.3:1.A that is not required to be reported pursuant to the two previous paragraphs.

If the local law-enforcement agency employs school resource officers, the School Board and the agency have a memorandum of understanding that sets forth the powers and duties of the school resource officers. The memorandum of understanding addresses the use of seclusion and restraint by law enforcement personnel in school settings. The School Board and the law-enforcement agency review and amend or affirm the memorandum of understanding at least once every two years or at any time upon the request of either party. The School Board provides notice and an opportunity for public input during each review period for the memorandum of understanding. The current memorandum of understanding is conspicuously published on the division website.

Adopted: August 8, 1995

Reviewed: June 8, 1999

Revised: November 9, 1999, November 12, 2002, May 11, 2004, November 9, 2004, August 9, 2005, July 21, 2015, September 11, 2018, June 11, 2019, August 11, 2020, July 12, 2022

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, 22.1-280.2:3, 22.1-293.

8 VAC 20-750-70.

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

REPORTS OF MISSING CHILDREN

The Rappahannock County School Division receives 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 indicates, 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 removes 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 immediately notifies 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) immediately alerts any school personnel that the record is that of a missing child.

Adopted: June 12, 2007
Reviewed: July 21, 2015
Revised: April 12, 2022

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

Cross Refs.: KNAJ Relations with Law Enforcement Authorities

PARENTAL RIGHTS AND RESPONSIBILITIES

All staff members respect the parental rights of both parents. Unless there is a law, legally binding document, or court order to the contrary, both parents have the right to

- inspect and review the child's school records, in accordance with Policy JO Student Records;
- 1. visit the school in accordance with Policies KK School Visitors and KN Sex Offender and Crimes against Minors Registry Information.
- 2. receive all notifications required by law.

Parent Responsibilities

The custodial parent has the responsibility to

- keep the school office informed of the parent's address and how the parent may be contacted at all times;
- provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the custodial parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent; and
- 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 informed of changes in the parent's phone number and address. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary.

Adopted: June 8, 1999

Revised: February 11, 2003, August 9, 2005

Reviewed: July 21, 2015

Revised: April 13, 2021

Legal Refs: 20 U.S.C. §1232g.

34 C.F.R. § 99.4.

Code of Virginia, 1950, as amended, §§ 22.1-4.3, 22.1-78, 22.1-287.

Cross Refs: JO Student Records
 KK School Visitors
 KN Sex Offender and Crimes against Minors Registry Information

COMMERCIAL, PROMOTIONAL AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

Generally

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

Definitions

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

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

Authority to Enter into Agreements

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

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

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

Requirements

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

The written agreement shall include:

- A statement of the educational purpose for the relationship.

- A statement that the School Board has the right to terminate the agreement without penalty if it determines that the agreement is having an adverse impact on the educational experience of students.
- A statement that if an agreement is terminated because of an adverse impact on the educational experience of students, no other agreement for an educational partnership or sponsorship will be entered into between the School Board and the partner or sponsor whose agreement has been terminated for a specified period of time.
- A statement detailing the specific benefits to the school or school division from the agreement.
- A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of whether the agreement permits the sponsor or partner to advertise in connection with the agreement and, if so, the extent of such advertising.
- A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If no exclusive rights are created, the agreement shall include a statement that the existence of the sponsorship or partnership will not limit the discretion of the School Board or its personnel in the use of sponsored or 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, school division policies and regulations, and all preexisting School Board contracts. If the terms of the partnership or sponsorship agreement establish that the employees,

contractors or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours or during school-sponsored activities, the sponsor or partner must certify that all such persons have not been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation or physical or sexual abuse or rape of a child, or the solicitation of any such offense, or any crime of moral turpitude.

- A statement that if the terms of the partnership or sponsorship agreement establish that the employees, contractors, or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours or during school-sponsored activities, the individuals acting on behalf of the partner or sponsor may have been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, the individual's civil rights have been restored by the Governor.
- 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 products, nicotine vapor products, 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: November 12, 2002

Revised: October 10, 2006, November 11, 2008, November 10, 2009

Reviewed: July 21, 2015

Revised: November 10, 2015, June 11, 2019, August 11, 2020, July 11, 2023

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-79.5, 22.1-89.4, 22.1-296.1.

Cross Refs.:	DJF	Purchasing Procedures
	DJG	Vendor Relations
	DO	Non-Locally Funded Programs
	IIAA	Textbook Selection, Adoption, and Purchase
	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