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GOALS FOR SCHOOL-COMMUNITY RELATIONS

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

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

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: November 3, 1994
 Revised: August 22, 2002
 Revised: July 17, 2003
 Revised: August 12, 2004
 Revised: August 28, 2008
 Revised: July 19, 2012
 Revised: April 10, 2014

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

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

Adopted: November 3, 1994

Revised: May 2, 2002

Revised: July 19, 2012

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

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

REQUESTS FOR INFORMATION

Amherst County School Board complies with the Virginia Freedom of Information Act. All requests for information are processed in accordance with KBA-R Requests for Information.

The name(s) and contact information for the person(s) Amherst County School Board has designated as its Freedom of Information (FOIA) Officer(s)¹ is listed in regulation KBA-R Requests for Information. The FOIA Officer(s) serve(s) as a point of contact for members of the public in requesting public records and coordinate(s) the School Board's compliance with FOIA. The FOIA officer(s) receive(s) training at least annually from the School Board's legal counsel or the Virginia Freedom of Information Advisory Council.

Adopted: August 19, 1999
Revised: May 2, 2002
Revised: September 8, 2016

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

Cross Ref.: KBA-R Requests for Information

¹ Each School Board may name one or more FOIA Officers. The name and contact information of the FOIA Officer(s) must be made available in a way reasonably calculated to provide notice to the public, including posting at the School Board office, posting on the School Board's website or including the information in School Board publications.

REQUEST FOR INFORMATION

Overview

It is the operational procedure of the Amherst County Public Schools to respond promptly to all requests for information about the county schools. The county school division is obligated under the Virginia Freedom of Information Act (FOIA) to respond to written or spoken requests to examine public records in the division's custody made by (i) Virginia citizens who are not in jail or prison, (ii) representatives of newspapers and magazines with circulation in the Commonwealth, and (iii) representatives of radio and television stations broadcasting in or into the Commonwealth.

For the Requestor

1. You may direct your request to the Office of the Superintendent at 434-946- 9387 or the Clerk of the Amherst County School Board at 434-946- 9340, Press 3.
2. The request for documents need not be in writing, and you are not required to cite FOIA or refer to the request as a FOIA request.
3. At the same time, a written request will help ensure an accurate and timely response, and school division's staff may ask you to complete a form. (See KBA-F1).
4. The requestor must identify the records sought with "reasonable specificity."
5. FOIA applies to existing public records; it does not require creation of records that do not exist.
6. FOIA does not require the county school division to honor "standing" requests for public records that may be created in the future; instead, the county school division must produce any nonexempt documents in existence at the time of the request.
7. Before processing a request for records, the county school division may require the requester to pay any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.
8. The county school division may assess reasonable charges for actual costs incurred in accessing, duplicating, supplying or searching for requested records, including:
 - Copy fees (the current charge per page is five cents (\$0.05)).
 - Staff costs (the hourly wages of the employee who has the skills necessary to research and prepare records for release).
 - Postage.

9. If the actual cost to the county school division to respond to a request is likely to exceed two hundred dollars (\$200.00), the county school division may, before continuing to process the request, require the requesting party 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. If the county school division requires the payment of a deposit, the time in which the agency must respond to the request stops running until the day the deposit is received.

For the School Division

1. Any document or recording of any kind, used in the transaction of public business and possessed by the county school division, is a public record. This includes, but is not limited to, e-mail, video tapes, computer data, handwritten notes, and draft documents.
2. As a general rule, all public records are open to public inspection and copying.
3. The requestor's motive is irrelevant, and county school division staff should not query a requestor regarding his motive.
4. A response to the request must be made within five business days of the county school division's receipt of the request. "Day one" is considered the day after the request is received. The five-day period does not include weekends or holidays.
5. The FOIA identifies more than 80 categories of documents that are excluded from its mandatory disclosure provisions. Exclusions include personnel records, medical and mental health records, library records of patrons, tax returns, and certain criminal records.

Internal Procedures

1. When a county school division receives a FOIA request in writing, the request a record of the date of receipt should be made.
2. You can ask a requestor to fill out a written form but you can't require a written form. A written form/ letter is highly encouraged.
3. School division staff should be alert to possible FOIA requests at public meetings. These requests shall follow the same course as those described above.
4. The School division office holding the public records that are the subject of a FOIA request shall work with the Clerk of the School Board and the Superintendent to insure that a response is made within the statutory time periods.

- If the records are subject to public inspection, the records must be produced within five (5) working days.
 - If some or all of the records are subject to exclusion under FOIA, the requestor must be notified in writing of the reason for the exclusion within five (5) working days.
 - If the records cannot be found or do not exist, the requestor must be so notified in writing within five (5) working days.
 - If it is determined that it is not practically possible to produce the records within five (5) working days, and the county school division advises the requestor of this in writing or orally, the county school division is automatically entitled to an additional seven days in which to provide one of the four preceding responses.
6. If a requestor asks for charges to be estimated in advance, the county school division must provide the requestor with an estimate of charges before sending the documents and assessing charges.

Adopted August 19, 1999
Revised: May 2, 2002
Revised: July 17, 2003
Revised: August 2, 2007
Revised: September 9, 2010
Revised: April 23, 2015
Revised: December 10, 2015
Revised: September 8, 2016
Revised: April 27, 2017

Legal Ref.: Code of Virginia, 1950, as amended, § 2.2-3704, 2.2-3704.01, 2.2-37-4.2

Cross Ref.: KBA Requests for Information

REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

E-mail address _____

Phone _____

I am a (check one):

Citizen of the Commonwealth of Virginia

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

News Organization _____

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

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 Information. If the costs associated with this request are expected to exceed \$200, the requestor will be asked to pay the estimated costs before the request is processed.

In addition, the requestor may ask for an advance determination of the cost of the request. Please indicate here if you would like an advance determination of cost.

Yes ___ No ___

If you are requesting copies, please specify the format in which you would like to receive them. Amherst 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:
AMHERST COUNTY PUBLIC SCHOOLS
P.O. BOX 1257
153 WASHINGTON STREET
AMHERST, VA 24521

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

Inspection of Public Records

Date _____ Time In _____ Time Out _____

Person Inspecting Records

Name Signature

Staff Person in Attendance

Name Signature

Records Reviewed (describe)

Copies of Public Records

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

Name Signature

MEDIA RELATIONS

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

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

Adopted: November 3, 1994

Revised: August 12, 2004

Revised: August 2, 2007

Revised: August 28, 2008

Revised: July 19, 2012

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

Cross Ref.: JO Student Records
KB Public Information Program

INTERNET PRIVACY

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

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

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

Amherst County School Board Internet Privacy Policy Statement

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

Virginia law

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

Links to other websites

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

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.

Cookies:

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

How the collected information is used

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

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

We may keep 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.

Choice to provide information

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

Comments or review

If you have questions about this privacy statement or the practices of this website or if you choose to review or correct any information, please contact us at (434) 946-9387.

Adopted: February 1, 2001
Revised: May 2, 2002
Revised: April 10, 2014

Legal Refs: Code of Virginia, 1950, as amended, § 2.2-3803(B).
Internet Privacy Guidelines (Final Draft), Virginia Department of Technology
Planning.

COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

Adopted: November 3, 1994

Revised: July 19, 2012

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

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

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Amherst County School Board to observe its deliberations. Any member of the community may address the School Board on matters related to the Amherst County public schools at any regular meeting as provided in the accompanying regulation². Persons wishing to address the School Board are requested to contact the superintendent, the School Board chairman or their designee for placement on the agenda.

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

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

Adopted: November 3, 1994
Revised: August 12, 2004
Revised: August 28, 2008
Revised: April 10, 2014
Revised: September 8, 2016

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

Cross Ref.: BDDE Rules of Order

² The regulation should address matters such as the amount of time available for speakers and placement of public comment on the agenda.

DISTRIBUTION OF INFORMATION/MATERIALS

The Amherst County School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. The division superintendent, or his/her designee, must approve, in advance, any materials sought to be distributed or made available by non-school organizations, including parent-teacher organizations and booster clubs. Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Amherst 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, electronic cigarettes or any illegal substance or action;
- endorse or encourage any violation of the Standards of Student Conduct (see Policy JFC-R); or
- are obscene, pornographic, or defamatory.

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 Amherst 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: November 3, 1994
Revised: August 17, 1995
Revised: August 24, 2000
Revised: August 16, 2001
Revised: August 22, 2002
Revised: July 17, 2003
Revised: February 8, 2007
Revised: November 13, 2014

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

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

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

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

Distribution of Information/Materials

- I. Only requests from governmental organizations and non-profit community organizations regarding activities related to the educational mission of Amherst County Public Schools will be considered for approval.
 - A. Requests must be
 1. Submitted to the Superintendent thirty days in advance of the distribution date.
 2. Materials for non-profit community organizations approved for distribution must
 - a. Clearly indicate their source
 - b. Include the following statement:
 - i. “These materials, and the activity described herein, are not sponsored or endorsed by the Amherst County School Board.”
 3. Principals will be notified of approved items for distribution and will place such materials at a designated location in the main office of the school for approved materials.

Adopted: February 8, 2007

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

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

B. Participation in Surveys and Evaluations

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

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

C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § [32.1-73.8](#), other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the

questionnaire or survey in a manner mutually agreed upon by the school and the parent and exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

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

D. Additional Protections

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

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by data reported in aggregate form, not by individual students.

II. Physical Examinations and Screenings

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

- those required by Virginia law, and
- surveys administered to a student in accordance with the Individuals with Disabilities Education Act,

policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

III. Commercial Use of Information

Questionnaires and surveys shall not be administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student.

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

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;

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

IV. Notification

Notification of Policies

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

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

Notification of Specific Events

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

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

V. Definitions

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

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

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

Personal information: the term "personal information" means individually identifiable information including

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

Survey: the term "survey" includes an evaluation.

Adopted: August 22, 2002
 Revised: May 4, 2006
 Revised: September 21, 2006
 Revised: August 11, 2011
 Revised: January 8, 2015
 Revised: August 27, 2015

Legal Refs.: 20 U.S.C. § 1232h.
 Code of Virginia, 1950, as amended, § 22.1-79.3.

Cross Refs.:	JHDA	Human Research
	KBA	Requests for Information
	KF	Distribution of Information/Materials

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: September 15, 1994
Revised: August 20, 1998
Revised: August 16, 2001
Revised: August 25, 2011
Revised: October 27, 2011
Revised: May 11, 2017

Legal Refs.: 20 U.S.C. § 7905

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

Acts 2016, c. 647.

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

GUIDELINES FOR SCHOOL FACILITY USE

1. Applications for use must be filed in the office of the Superintendent at least 14 days prior to the anticipated use.
2. Fees and charges for school facility use shall be set according to the following chart. Any event that takes more than 1 hour shall be charged for 2 hours, any event that takes more than 2 hours shall be charged for 3 hours, and each hour thereafter shall be rounded up in like fashion.

Classroom-\$20.00 per hour

Library - \$50.00 per hour

Cafeteria, Lecture Hall or Auditorium/Commons-\$70.00 per hour 2 hr. minimum

Gym/Multipurpose-\$100.00 per hour 3 hour minimum

Small Gym (ACHS) \$70.00 per hr.

Athletic Field/Parking Lot-\$30.00 per hr. 3 hr. minimum

Stadium Field (ACHS) \$250 per hour, 3 hour minimum

Safety/Security- if required by Superintendent or designee shall be paid in advance by arrangement with local law enforcement. The amount and type of security required shall be determined by the Office of the Sheriff with recommendation from the superintendent or designee.

School administrator or staff-\$30.00 per hour 2 hour minimum

3. The possession and/or consumption of alcoholic beverages on any School Board property or in conjunction with any off-site school-sponsored activity are prohibited.
4. No facility will be used for money-raising activity unless the proceeds are to be used for charitable, educational, cultural or other community service purposes.
5. After each use the facility must be left in the same condition it was prior to the use or in its normal condition, neat, clean, and ready for use by the school.
6. Any group that does not follow the policy violates any guideline, or any provision of the license agreement, may be denied the use of any school facility in the future.
7. Smoking is not permitted in any areas of the school property.
8. School kitchens may not be used unless the Food Service manager or designee is present
9. All publicity, e.g., posters, brochures, throw-away, radio or TV announcements, must carry the name of the individual or group sponsoring the meeting. The School Board may not be identified as sponsor unless it has agreed in writing.
10. Neither the name nor the address of a School Board facility may be used as the official address or headquarters of an organization.
11. If school is closed on the day of an event or a Friday preceding a weekend event because of snow or other emergency conditions, all scheduled events will be canceled.
12. No reservations for the use of school areas may be made more than 90 days in advance except for regularly scheduled repeating activities scheduled after execution of a license or use agreement.

13. Distribution of materials by outside facilities must adhere to File KF of the Amherst County Public Schools Policy Manual.

Adopted: September 15, 1994
Revised: August 20, 1998
Revised: November 5, 1998
Revised: October 5, 2006
Revised: June 12, 2008
Revised: August 25, 2011
Revised: October 27, 2011

SCHOOL FACILITY LICENSE AGREEMENT

The Amherst County School Board, hereinafter referred to as the "Board", gives _____, hereinafter referred to as "User", permission to use a portion of _____ School Building and/or grounds, _____ briefly described as _____

_____ (hereinafter the "Licensed Premises"). The Board shall retain possession of the Licensed Premises at all times. This is a revocable license and User's presence on the Licensed Premises is subject to the following terms and conditions:

1. LICENSED PREMISES

1.1: The Licensed Premises includes only the portions of the building and/or grounds specifically described above. User's license shall not include any portions of the building and/or grounds not specifically described above.

1.2: The Board, through its school principal, employees, custodial staff and other designated representatives (hereinafter collectively referred to as the "Principal"), may enter any portion of the Licensed Premises for any purpose at any time.

1.3: The entire Licensed Premises shall remain under the control of the Principal at all times. He or she shall retain possession of the keys to the building and/or grounds during the term of this permit and may keep entrances and exits locked, unlocked at the sole discretion of the Principal, subject to fire safety ordinances.

1.4: A representative of User acceptable to the Amherst County School Board shall remain on the Licensed Premises for the entire term of this permit.

1.5: The Board, through its officers and agents, including law enforcement officers and/or the Principal, may remove any objectionable person or persons from the Licensed Premises. The determination of whether a person is objectionable shall be in the sole discretion of the Principal. User waives any and all claims for damages arising out of the exercise of this authority by the Board, its agents or employees.

1.6: This license is automatically revoked if User brings or allows to be brought onto the school campus tobacco, alcohol, weapons or any substance or item controlled by law.

2. USE OF THE LICENSED PREMISES

User is to use the Licensed Premises for the purpose of

(hereinafter referred to as the "Program") and for no other purpose without the written consent of the Board.

File: KG-F
(Page 2)

3. TERM OF PERMIT

User may use the Licensed Premises from _____:_____m.
until _____:_____m. for the following term:

_____,
subject to the hereinafter described conditions (the "Term"). User may also use the Licensed Premises for _____ hours before and after the above times for the purpose of putting in equipment, preparing the building and/or grounds for use, removing equipment and restoring the building and/or grounds to its original condition. However, this Agreement shall at all times be subject to cancellation by the Board if it determines, in its sole discretion, that insufficient funding, space or resources are available for continuing the Agreement. The Board reserves the right to cancel and terminate this Agreement, in whole or in part, without penalty, whenever it determines such a termination is in the best interests of the Board upon notice to User. Upon such termination or cancellation, User shall immediately cease use of the Licensed Premises. Such cancellation or termination shall not affect or impair the right of the Board to pursue any remedies available under this Agreement for breach of the covenants contained herein.

4. EMPLOYEES

User shall hire and pay the salaries of all employees required in connection with the Program. However, the Board reserves the right to give direction to all employees hired and paid by User at all times. User will pay the cost of any additional services provided over and above those usually required for the building and/or grounds. User agrees not to hire Board employees to perform User's work in connection with the Program.

5. CONCESSIONS

User is strictly prohibited from selling or serving beverages, food, souvenirs or other merchandise on the premises without the express prior written consent of the Board or its designee. User shall not permit the use of alcoholic beverages or tobacco on the Licensed Premises at any time.

6. RECORDS

User shall submit to the Principal an itemized and detailed account of all pertinent information requested by the Principal and shall keep financial records acceptable to the Principal. User agrees that the Principal may examine the records at any time.

7. DAMAGE TO LICENSED PREMISES

7.1: User may not cause or permit nails or other objects to be driven

into the building including, but not limited to, furnishings, fixtures and equipment. User may not affix any objects to the exterior or interior of the building. User may not cause or permit any changes in any part of the building and/or grounds, furnishings, fixtures or equipment nor will User do or allow anything to be done which would damage or change the finish or appearance of the building or its furnishings, fixtures or equipment, or of the grounds.

File: KG-F
(Page 3)

7.2: User is liable for the cost of repairing damage which may be done to the building and/or grounds including, but not limited to, its furnishings, fixtures or equipment, by an act of User or User's agents, employees, invitees, patrons or others present due to activities of User.

7.3: The Principal shall determine the amount of the damages and the reasonable cost to repair the damages. User shall pay this amount within 14 days of the conclusion of the Term under this Agreement or within 14 days of request by the Board, whichever shall first occur.

7.4: User may not bring or permit anyone to bring on the Licensed Premises anything that increases the risk of fire or the rate of insurance.

8. HOLD HARMLESS

8.1: User holds the Board harmless from all claims for injury to or the death of any person and for damage to or the loss of any property arising out of or attributed directly or indirectly, in whole or in part, to the operations or omissions of User. User indemnifies the Board for all damage to property belonging to the Board or others and for all injuries to or the deaths of any person resulting in whole or in part from any act or omission of User.

8.2: The Board is not responsible for User's property while it is in the Licensed Premises. The Board is not liable for the acts or omissions of any protective services engaged by the Principal for User.

8.3: If the building and/or grounds are destroyed or damaged by casualty rendering the fulfillment of this permit impossible, this permit is automatically terminated. User agrees that the Board is not responsible for or liable to User for any loss resulting from casualty or lack of heat, water, lights, air conditioning or other utility or other event or casualty of any kind or nature.

9. INSURANCE

9.1: User shall provide the Board at least 10 days prior to the commencement of this permit two copies of certificates of insurance representing that a comprehensive public liability insurance policy for bodily injury or death in the minimum amount of \$100,000.00 for injury to one person, \$1,000,000.00 for one accident and property damage insurance worth \$50,000.00 is currently in effect covering the program with a company licensed to do business in Virginia. This certificate must indicate that the Board is an additional insured on the policy.

9.2: In the event an insurance policy is not provided at least 10 days prior to the commencement of this permit, User shall forfeit any right to the use of the Licensed Premises as set forth in this Agreement.

10. ADVERTISING

User may not publish, post or exhibit, or allow be publishing, posting or exhibiting, advertisements mentioning or referring to the Board or the school without the written consent of the Principal. User must take down and remove advertisements objected to by the Principal. All distribution of information/materials must be in compliance with School Board Policy-File: KF.

File: KG-F
(Page 4)

11. COMPLIANCE WITH LAWS

User shall comply with all laws of the United States and the Commonwealth of Virginia, and all requirements of the police and fire departments or other municipal or county authorities in the jurisdiction in which the Licensed Premises are located and shall obtain and pay for all necessary permits and licenses. User certifies, by execution of this Agreement, that it has an open membership and it does not, and will not; discriminate on the basis of race or sex. User shall comply with Amherst County School Board Policy Manual Section KN, paragraph 3, and shall not permit any agents of User and/or employees of vendors contracted by User to have any employee or agent who is a registered sex offender enter any school building or school property. User agrees to check the sex offender registry to determine if any such persons are registered sex offenders.

12. LOST OR LEFT BEHIND ARTICLES

The Board may remove from the premises and discard personal property left behind by User or User's patrons. The Board may, in its discretion, store such property in the Board's name or, at the Board's option, in the name of User. User shall pay the established rate per day as payment for moving the effects out of the building and/or from the grounds and for storage.

13. MISCELLANEOUS

13.1: This writing represents the total agreement between the Board and User. No oral modifications have been made. This license may only be modified by a writing signed by both the Board and User.

13.2: If any part of this permit is ruled by any court to be void for any reason, it will be severed and the rest of the contract will continue in force as if the invalid part had never been a part of this permit.

13.3: User shall not bring or permit a person to bring an animal into the building or onto the grounds without the written consent of the Principal.

13.4: User may not place or put up decorations without the consent of the Principal.

13.5: The Board has the right to require User to remove anything placed in the Licensed Premises, in the sole discretion of the Principal, at any time.

13.6: User may not obstruct the halls, ramps, entrances, lobby or other areas of the building and/or grounds. User may not permit any chairs or movable seats to be or remain in the passageways and will keep the passageways clear at all times.

13.7: User may not admit more than _____ persons or a larger number of persons than the capacity of the Licensed Premises will accommodate, whichever is less, and User may not allow a greater number of persons to congregate in any place in the Licensed Premises than can safely or freely move about in that area.

13.8: User agrees that if its Program lasts 90 minutes or more an intermission of 15 minutes or more will be held.

File: KG-F
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13.9: User agrees not to assign a right under this permit to a person, entity or group without the written consent of the Board.

13.10: User agrees to pay all attorneys' fees incurred by the Board due to the failure of User to comply with all terms of this permit.

13.11: User agrees that no illegal, indecent, lewd, obscene, immoral or racially inflammatory program, in the sole opinion of the Principal, will be presented. User must remove or rewrite the offensive portions. The Board may, in the sole discretion of the Principal, terminate this license where User presents or attempts to present a program which is offensive for one or more of the reasons aforesaid.

13.12: Any dispute arising under this Agreement shall be governed by the laws of the Commonwealth of Virginia. Venue for any litigation resulting from this agreement shall be proper only in Amherst County General District Court or Amherst County Circuit Court.

14. PAYMENT OF COSTS

User shall pay the following costs in advance, a minimum of 72 hours prior to commencement of the Program, which cost amounts shall be established or modified without notice in the sole discretion of the Board:

Classroom \$20.00 per hour \$ _____

Library \$50.00 per hour \$ _____

Cafeteria, Lecture Hall or Auditorium/Commons
\$70.00 per hour 2 hr. minimum
Maximum \$350.00

Gym/Multipurpose \$100 per hour
3 hour minimum
Maximum \$500.00 \$ _____

Small Gym (ACHS) \$70.00 per hour
2 hour minimum
Maximum \$350.00 \$ _____

Stadium Field \$250 per hour
3 hour minimum \$ _____
Maximum \$1,500.00

Athletic Fields/Parking Lot

Title: _____

SALES AND SOLICITATIONS IN SCHOOLS

No person is allowed to sell any product or service on school grounds, or at school sponsored activities, unless authorized by the division superintendent. This policy does not prevent sales activities which benefit the educational programs related to school sponsored projects, or by parent-teacher associations and organizations.

Adopted: November 3, 1994

Revised: August 21, 1997

Revised: April 17, 2008

Revised: October 23, 2008

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

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

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

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

In accordance with Policy KGC Use of Tobacco and Electronic Cigarettes on School Premises, smoking and the use of electronic cigarettes is not permitted in schools or school vehicles.

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

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

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

Adopted: November 3, 1994
Revised: August 17, 1995
Revised: August 16, 2001
Revised: April 17, 2008
Revised: August 28, 2008
Revised: April 10, 2014
Revised: November 13, 2014

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

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

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

PUBLIC CONDUCT ON SCHOOL PROPERTY

Attendance at Amherst County High School After-School Events

Amherst County Public Schools students enrolled in grades Pre-K through 8 and Non-Amherst County Public Schools students 15 years of age or younger may only attend an after-school event at Amherst County High School if accompanied by an adult or with a sibling enrolled at Amherst County High School.

Adopted: August 4, 2005

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

20 U.S.C., section 6083.

Cross Ref.: JFC Student Conduct
JFC-R Standards of Student Conduct

USE OF TOBACCO AND ELECTRONIC CIGARETTES ON SCHOOL PREMISES

Smoking is prohibited

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

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

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

Designated Smoking Areas

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

Electronic Cigarettes

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

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

Adopted: November 3, 1994
Revised: April 6, 1995
Revised: April 2, 1998
Revised: June 18, 1998
Revised: May 3, 2001
Revised: August 22, 2002
Revised: July 17, 2003
Revised: April 17, 2008
Revised: August 13, 2009
Revised: November 13, 2014

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Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2827, 22.1-78,
22.1-79.5, 22.1-279.6.

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

PUBLIC GIFTS TO THE SCHOOLS

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

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

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

Adopted: November 3, 1994
Revised: August 22, 2002
Revised: June 20, 2013
Revised: January 8, 2015

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

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

ADVERTISING IN THE SCHOOLS

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

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

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

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

Adopted: November 3, 1994
Revised: August 22, 2002
Revised: April 17, 2008
Revised: April 10, 2014

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

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

SCHOOL VISITORS

Generally

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

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

Parents

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

Board Members

Periodically, Board members may visit schools within the division. The purpose of these visits is to maintain contact with building employees and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school.

Adopted: November 3, 1994
Revised: August 17, 1995
Revised: August 21, 1997
Revised: April 17, 2008
Revised: August 28, 2008
Revised: August 11, 2011
Revised: April 23, 2015

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

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

Entry into School Buildings/Sites

Policy

No individual or group of individuals may enter the classroom area of any school facility without the express permission of the administrator in charge of the site. Individuals are to stop their progress into the building at the identified waiting area adjacent to the Main Office area.

Regulations

- No individual or group of individuals may enter the classroom area of any school facility without permission.
- Permission to enter this area must be secured from the building administrator/site manager.
- Individual(s) must stop their progress at the waiting area adjacent to the Main Office or any other specifically identified area.
- The rationale for this action includes, but not limited to, the following:
 1. Safety of students/staff in keeping unapproved individual(s) out of areas where access is more open (knowing who is in the building at all times
 2. Prevents disruption of the instructional program
 3. Prevents situations that lead to a reported irregularity in testing programs

Consequences

Individual(s) who violate this policy are subject to immediate removal from the site and may be charged with trespassing. A no trespassing notification for presence on any School Board controlled property may be filed. Law enforcement may also be involved, in the discretion of school administrators.

This policy will not apply to appropriately approved individual(s) who are entering said area for business-related visits (including consultation with staff) deemed appropriate by school administration.

Adopted: August 27, 2015

SERVICE ANIMALS IN PUBLIC SCHOOLS

A. Service Animals

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

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

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

B. Requirements That Must be Satisfied Before a Service Animal Will be Allowed on School Property

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

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

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

Control: A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack 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 health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.

D. Miniature Horses

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

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and

4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

File: KKA

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

E. Extra Charges

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

F. Supervision and Care of Service Animals

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

G. Damages to School Property and Injuries

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

H. Removal of Service Animals From School Property

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

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

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

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: October 9, 2008

Revised: August 11, 2011

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Revised: January 8, 2015

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

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

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

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 Amherst 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: November 3, 1994

Revised: September 21, 2006

Revised: April 10, 2014

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

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

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

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

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

The responsibilities of the committee are to:

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

Adopted: November 3, 1994
Revised: January 21, 1999
Revised: August 22, 2002
Revised: May 4, 2006
Revised: August 28, 2008
Revised: April 10, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.

8 VAC 20-720-160.

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

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

Resolving complaints about the selection and use of learning resources requires a recognition of responsibilities and considerations of the rights of the individual, the student, the community, the principal, the teacher, the media specialist, the school and the school board.

In reviewing complaints, the following questions should be asked to determine whether the complaint points up inconsistencies with the school division's initial selection objectives:

1. Are the materials appropriate for instructional use such that they enrich and support the attainment of the educational objectives of the curriculum, taking into consideration the varied interests, abilities, intellectual development and maturity levels of the pupils served and the standards of the community?
2. Do the materials stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards?
3. Do the materials provide a background of information which will enable pupils to make intelligent judgments in their daily lives?
4. Do the materials contribute to the presentation of opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media?
5. Are the materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage?
6. Do the materials promote the goal of providing a comprehensive collection appropriate for the interests and needs of the users, recognizing their right to access a wide range of reading materials?

Procedures for Review

Most complaints can and should be resolved at the building level. Many concerns are the result of simple misunderstandings or misinformation and can be resolved through informal inquiry and discussions with principals and/or teachers or library media specialists.

When a complaint is received, the school principal will check decisions on questioned and challenged learning resources on file in the office of the Assistant Superintendent for Curriculum and Instruction to determine whether the learning resource has been questioned before. If a decision is on file and the challenge is substantially the same, the principal will share that decision with the complainant. If any significant difference is found in the new challenge, or if the learning resource has not been challenged before, the following procedure shall apply.

1. Discussion with School Principal

- a. The school principal will hold a conference with the complainant. At the discretion of the principal, the teacher or library media specialist or elementary library aide using the resource will be present at the conference.
- b. If the complainant is dissatisfied with the results of the conference or if the proposed action in response to the complaint affects the availability of the materials to or use by other students, the principal will inform the complainant of this regulation and provide the complainant with the form "Citizen's Request for Reconsideration of Learning Resources."
- c. Upon receipt of the appropriate completed form the principal will forward the form, with a written report of the conference held with the complainant, to the Assistant Superintendent for Curriculum and Instruction, the teacher or media specialist/aide involved and the citizen.

2. Review and Recommendation by the Challenged Materials Committee

- a. The Assistant Superintendent for Curriculum and Instruction will promptly review the form and report to determine completeness and specificity of the complaint, obtain a copy of the learning resource being questioned and schedule a meeting of the Challenged Materials Committee ("Committee").
- b. The Committee shall be comprised of three officers of the school division's Accountability Committee, the chairman of the Parents' Council, one principal, one media specialist and one certified teacher. The principal, media specialist and teacher will be selected by the Assistant Superintendent for Curriculum and Instruction or designee on an ad hoc basis, all from schools other than the one involved, giving consideration to geographic diversity, and in positions appropriate to the educational level of the student(s) affected.
- c. Oral and/or written testimony for consideration by the Committee will be limited to the complainant or designee, the teacher or media specialist/aide involved, the principal and the appropriate division curriculum administrator.
- d. The Committee will provide a written report and recommendation to the Superintendent, after reviewing and considering the following: i) written complaint; ii) principal's report; iii) available professional reviews; iv) applicable curriculum guides; v) objectives, criteria and procedure for the initial selection of materials; and vi) the merits of the questioned materials taken as a whole.
- e. The Committee's review, evaluation and recommendation shall be limited to the specific matters stated in the Citizen's Request for Reconsideration of Learning Resources.

3. Decision of the Superintendent

The Superintendent will review the Committee's report and recommendations and will submit an administrative decision to the Amherst County School Board. The Superintendent will also inform the complainant, the Committee and the staff members involved of that decision.

4. Alternative Courses of Action

Following consideration of the complaint, the following courses of action are available: no change in status or use of the materials; provide optional or alternative assignment; use with professional guidance; use with parental permission; place materials at a higher grade level; place other limitations upon the use of the materials; withdraw from use of all students of the school; withdraw from all schools of the division.

5. Appeal to/Review by the Board

The complainant, any other citizen within the school division or any staff member has the right to appear before the school board at the next regularly scheduled meeting following receipt of the Superintendent's decision to appeal. Any board member may also request that the decision be reviewed in the absence of an appeal. The board will consider any appeal or, in the absence of an appeal, close the appeal process at such meeting.

6. Status During Review/Appeal

In the absence of extraordinary circumstances, no action affecting the availability to students of previously approved learning resources shall be taken until such time as the review/appeal process has been completed.

Issued: November 3, 1994

**AMHERST COUNTY PUBLIC SCHOOLS
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
3. Are you aware of evaluations of this material by professional critics?
 YES NO

If no, would you be interested in receiving this information?
 YES NO
4. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

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

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

6. What action[s] would you like to see the school take regarding this material?

Do not assign it to my child The school should reevaluate the material

Other—Explain: _____

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

If yes, please identify your suggestions.

Signature _____

Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

RELATIONS WITH PARENT ORGANIZATIONS

The Amherst 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: November 3, 1994
Revised: April 17, 2008
Revised: August 28, 2008
Revised: April 10, 2014
Revised: November 13, 2014

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

Cross Refs.: IGBC Parental Involvement
 KF Distribution of Information/Materials

SEX OFFENDER REGISTRY NOTIFICATION

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

Annual Notification

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

Dissemination of Sex Offender Registry Information

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

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

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

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

Use of Sex Offender Registry Information

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

1. **Registered Sex Offender Sighted.** If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the Superintendent or his designee shall be notified immediately. The Superintendent or his designee may, in his or her discretion, notify local law-enforcement.
2. **School Volunteers and Student Teachers.** Each staff member shall submit to the Principal the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The Principal shall screen each student teacher and volunteer's name and address against the registry information. If a match is found, the Principal shall notify the Superintendent, who shall confirm the match. If the match is confirmed, the Superintendent shall inform the individual, in writing, that he or she may not serve as a volunteer or student teacher. The notice shall provide the reason with reference to this policy. The Superintendent shall provide a copy of the notice to the Principal and staff member.
3. **Contractors' Employees.** In addition to ensuring that the certification requirements of Policy DJF Purchasing Procedures are met, the Superintendent shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:

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

4. **School Division Employees.** Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.
5. **Applicants for Employment.** Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the division.
6. **Parents of Students and other Visitors.**

Persons who have been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may not be present at school during school hours or during school related or school sponsored activities, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity only as provided in Policy KNA Violent Sex Offenders on School property.

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

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

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

Requests for Registry Information

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

Adopted: June 18, 1998
Revised: June 17, 2004
Revised: September 21, 2006
Revised: August 2, 2007
Revised: August 28, 2008
Revised: January 28, 2010
Revised: August 11, 2011

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-914, 9.1-918, 18.2-370.5, and 19.2-390.1.

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

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

CERTIFICATION OF CONTRACTOR/EMPLOYEE

Full Name of Contractor: _____

Full Name of Employee: _____

As required by Section 22.1-296.1 of the Code of Virginia, the undersigned hereby certifies as follows:

(i) _____ that I have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

_____ that I have been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

and

(ii) _____ that I have not been convicted of a crime of moral turpitude.

_____ that I have been convicted of a crime of moral turpitude.

I further understand that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor.

If you checked the box indicating that you have been convicted of a crime of moral turpitude, list the nature of the crime and the date and court of conviction below:

Nature of Crime

Date

Court of Conviction

Date: _____

Name of Employee

Signature of Employee

Date: _____

Name of Contractor

Signature of Contractor

Return completed document to: Clerk, Amherst County Public Schools
P. O. Box 1257
Amherst, VA 24521

VIOLENT SEX OFFENDERS ON SCHOOL PROPERTY

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

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

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

Adopted: August 2, 2007
Revised: August 28, 2008
Revised: January 28, 2010
Revised: August 11, 2011

Legal Ref: Code of Virginia, 1950, as amended, §§ 9.1-902, 18.2-370.5.

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

Cross Ref: KK School Visitors
KN Sex Offender Registry Notification

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Investigations by Law Enforcement Officers at School

When it becomes necessary for any law enforcement officer to interrogate a student on school premises, the principal is contacted immediately. The principal or principal's designee makes a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or principal's designee is present throughout the 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 Registry Notification.

Report to Law Enforcement Officials

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

1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft of or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property or at school-sponsored activity; or
4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school property;

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

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

Adopted: November 3, 1994
 Revised: August 17, 1995
 Revised: June 18, 1998
 Revised: August 16, 2001
 Revised: August 22, 2002
 Revised: June 17, 2004
 Revised: August 12, 2004
 Revised: August 18, 2005
 Revised: August 11, 2011
 Revised: April 23, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 8.01-293, 9.1-101, 16.1-264, 22.1-279.3:1, 22.1-279.9, 22.1-280.2:1, 22.1-293.

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

REPORTS OF MISSING CHILDREN

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

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

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

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

Adopted: June 21, 2007

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

PARENTAL RIGHTS AND RESPONSIBILITIES

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

B. Parent Responsibilities

The custodial parent has the responsibility to

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

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

Adopted: November 6, 1997
 Revised: June 18, 1998
 Revised: August 16, 2001
 Revised: August 18, 2005
 Revised: July 19, 2012

Legal Refs: 20 U.S.C. §1232g.

34 C.F.R. § 99.4.

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

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

COMMERCIAL, PROMOTIONAL AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

Generally

The Amherst 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 Amherst 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 and School Board policies and regulations and with all preexisting School Board contracts. If the terms of the partnership or sponsorship agreement establish that the employees, contractors or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours or during school-sponsored activities, the School Board will require the partner or sponsor to provide certification that all such persons have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

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

Prohibitions

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

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

Adopted: August 22, 2002
Revised: May 4, 2006
Revised: August 28, 2008
Revised: August 13, 2009
Revised: April 10, 2014
Revised: November 13, 2014

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

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