SECTION K: School-Community Relations

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SECTION K: School-Community Relations

KLB-E	Request for Reconsideration of Learning Resources
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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: March 16, 2015

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

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

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PUBLIC INFORMATION PROGRAM

The MECKLENBURG COUNTY PUBLIC SCHOOLS 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: March 16, 2015
Revised: July 29, 2019

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

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

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REQUESTS FOR PUBLIC RECORDS

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

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

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

Adopted: March 16, 2015
Revised: May 20, 2019; July 29, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2, 2.2-3714.
Cross Ref.: KBA-R Requests for Public Records

The Rights of Requestors and the Responsibilities of Mecklenburq County Public Schools under the Virqinia Freedom of Information Act

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

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

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

FOIA Rights

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

Making a Request for Records from Mecklenburg County Public Schools

- A citizen of the Commonwealth may request records by U.S. Mail, fax, e-mail, in person or over the phone. FOIA does not require that a request be in writing, nor that it specifically state that records are being requested under FOIA.
- As a practical matter, it may be helpful to both the requestor and the person receiving the request to put the request in writing. This creates a record of the request. It also qives us a clear statement of what records are requested, so that there is no misunderstandinq over a verbal request. However, we cannot refuse to respond to a FOIA request if it is not put in writing.
- A request must identify the records souqht with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records requested; instead, it requires the requestor to be specific enough so that we can identify and locate the records that are requested.
- A request must ask for existinq records or documents. FOIA creates a riqht to inspect or copy records; it does not apply to general questions about the

work of Mecklenburq County Public Schools, nor does it require Mecklenburq County Public Schools to create a record that does not exist.

- A requestor may choose to receive electronic records in any format used by Mecklenburq County Public Schools in the reqular course of business. For example, if requested records are maintained in an Excel file: the requestor you may elect to receive those records electronically, via e-mail or on a computer disk or to receive a printed copy of those records.
- If we have questions about a request, please cooperate with staff's efforts to clarify the type of records sought, or to attempt to reach a reasonable agreement about a response to a larqe request. Makinq a FOIA request is not an adversarial process, but we may need to discuss a request to ensure that we understand what records are being souqht.

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

Paula Giammatteo
P. O. Box 190
Boydton, Virginia 23917
pqiammatteo@mcpsweb.orq
434-738-6111 Ext. 1027

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

Mecklenburq County Public Schools' Responsibilities in Respondinq to Your Request

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

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

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

1 . We provide the records requested in their entirety.
2. We withhold all of the records requested, because all of the records are subject to a specific statutory exemption or exemptions. If all of the records are beinq withheld, we must send a response in writing. That writing must identify the

volume and subject matter of the records withheld and state the specific section(s) of the Code of Virqinia that allows us to withhold the records.

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

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

Costs

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

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

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

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

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

Types of Records

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

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

Commonly Used Exemptions

The Code of Virqinia allows any public body to withhold certain records from public disclosure. Mecklenburq County Public Schools commonly withholds records subject to the followinq exemptions:

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

Policy Regarding the Use of Exemptions

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

The general policy of Mecklenburg County Public Schools is to invoke the contract neqotiations exemption whenever it applies in order to protect Mecklenburq Countv Public Schools bargaining position and negotiatinq strategy.

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

Adopted: March 16, 2015
Revised: July 20, 2015; May 21, 2018

REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

_____

E-mail address _____

Phone _____

I am a (check one):

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

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

STAFF USE ONLY

Date Request Received:_____

Request was made (check one)

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

Date Response Sent: _____ (attach copy)

- ❑ Identification Verified
  Type: _____
  Number: _____
- ❑ Itemized Cost Estimate Attached

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

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

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

If you are requesting copies, please specify the format in which you would like to receive them. MECKLENBURG 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
- ❑ Website posting
- ❑ E-mail (give address): _____
- ❑ Other (please specify): _____

_____ Signature

_____ Date

RETURN COMPLETED FORM TO:

MECKLENBURG COUNTY COUNTY PUBLIC SCHOOLS
Attn: Paula Giammatteo
P. O. Box 190 Boydton, Virginia 23917
pgiammatteo@mcpsweb.org
434-738-6111 Ext. 1027

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

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

Staff Person Providing Copies _____ _____
Name Signature

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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: March 16, 2015

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 MECKLENBURG COUNTY PUBLIC SCHOOLS School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act. The MECKLENBURG COUNTY PUBLIC SCHOOLS 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.

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

The sole information collected through the division's website is the page(s) browsed. That information is used for internal purposes to analyze traffic to our site.

The Superintendent is responsible for creating and updating, as necessary, an internet privacy policy statement. The statement is available at the bottom of the division's website.

Adopted: March 16, 2015
Revised: July 29, 2019

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

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Mecklenburg 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: March 16, 2015

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

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PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Mecklenburg County School Board to observe its deliberations. Any member of the community may address the School Board on matters related to the Mecklenburg County Public Schools at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School Board are requested to contact the superintendent, the School Board 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: March 16, 2015
Revised: April 16, 2018

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

Cross Ref.: BDDE Rules of Order

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS
REGULATIONS

The Mecklenburg County School Board welcomes public comment during regular meetins and during public hearings. School Board members do not respond to public comment during the meetings or hearings. School Board members are available to meet with members of the public independently, outside of scheduled meetings and hearings. In addition, the Board reviews letters and emails sent to the School Board.

Time: The Board may allow up to one hour for public comment following all Board Committee reports at regular meetings and public hearings, except that a motion to extend the time shall be in order and a majority vote by the School Board members present shall be necessary to carry the motion. If there are a large number of speakers, the Board may limit the total time for comment and/or may reduce the time allotted for each speaker. Each speaker may speak for up to six minutes, except that a motion to extend the time shall be in order and a majority vote by the School Board members present shall be necessary to carry the motion. A timer is used to time all remarks and speakers should conclude their remarks when the buzzer sounds. Only individuals signed up to speak will be allowed to address the School Board. Time may not be "yielded" to other speakers.

Topics: Speakers may address an item on a School Board agenda or may address an item not on the agenda; however, all comments should address a matter related to Mecklenburg County Public Schools. The School Board will not hear public comment that involves a complaint about an individual staff member, a personnel action, a student disciplinary matter, a complaint about an individual student, or pending litigation.

Signing up to Speak: Speakers who want to address any school related matter may make his/her request prior to the beginning of the School Board meeting by signing up for public comment on a sheet provided at the Board Room entrance. Speakers will be called in the order in which they sign up. Speakers may not speak more than once on a specific topic. Speakers who wish to speak on more than one topic must submit a separate request for each item.

Addressing the Board: Upon recognition by the Board Chairman, the speaker addressing the School Board should clearly state his/her name, address and the subject of his/her remarks. The Speaker should address the Chairman. If any School Board member desires further information at the conclusion of the Speaker's remarks, said School Board member shall address the Speaker only with the permission of the Board Chairman. The courtesy of the School Board shall be extended to the Speaker and the Speaker shall respect the privilege extended by the School Board.

Recognition from the Floor: In the case where no advance request was made by the person desiring to address the School Board, recognition will be granted at a specific time during the meeting at the discretion of the School Board Chairman.

Decorum: The School Board expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others' views. No profanity or vulgar language is permitted. Speakers will address their comments to the entire School Board and not to one individual Board member, nor to the Superintendent, to a staff member, nor to the audience. Speakers will not engage in personal attacks. Speakers will present their comments from the podium provided for them. Any speaker who violates any one of these regulations will be ruled out of order by the Chairman and asked to relinquish the lectern.

Written Comments: If a speaker would like to present written comments to the School Board, eleven copies should be provided to the School Board Clerk prior to the meeting being called to order.

Adopted: April 16, 2018

DISTRIBUTION OF INFORMATION/MATERIALS

The Mecklenburg 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 Mecklenburg 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 Mecklenburg 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: March 16, 2015

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

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: March 16, 2015
Revised: April 16, 2018; July 29, 2019; June 15, 2020

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.:	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	IGDA	Student Organizations
	KF	Distribution of Information/Materials

COMMUNITY USE OF SCHOOL FACILITIES

Facilities Use Form (KG-R2)

All requests for facilities use involving third parties must be referred to the Superintendent or his/her designee, who coordinates Mecklenburg County Public Schools facilities use requests. All potential facility users must complete the Mecklenburg County Public Schools Facilities Use Form (KG-R2) and must submit the completed form to the building principal or designee at least twenty (20) working days before the proposed event. Approved users of facilities shall be charged a building usage fee as authorized by Mecklenburg County School Board Policy to offset facility costs as well as personnel cost(s) as outlined below.

Alcohol, Drugs and Smoking Prohibited

Use of alcoholic beverages and illegal drugs is prohibited in all Mecklenburg County Public School facilities at all times. In accordance with the Clean Air Act, smoking, including the use of e-Cigarettes, is prohibited in all Mecklenburg County Public School facilities.

Facilities Use by School Groups

Use of Mecklenburg County Public School buildings and grounds by school groups for educational purposes after school hours shall be scheduled and coordinated by the principal, or his/her designee of the relevant school, or the Superintendent according to policies and regulations of the School Board.

Facilities Use by Non-Mecklenburg County Public School Groups

Use of Mecklenburg County Public Schools buildings and grounds by non-school groups shall be governed by the following:

1. Written Request Required and Insurance

   Non-profit community agencies and organizations may request the use of school buildings and grounds if the program is of a cultural, sports, or educational nature. Permission to use the buildings and grounds by such groups shall be granted with the initial approval of the relevant school principal or his/her designee. Facility Request Form (KG-R2) shall be presented for action no fewer than twenty (20) working days prior to the date scheduled for the event. A completed written Facilities Use Form (KG-R2) and certificate of insurance must be filed with the office of the Superintendent at least three (3) days prior to the activity. The insurance policy must be for at least $1,000,000 liability and injury. The school administration may require additional insurance coverage for events judged to be high risk. Certain self-insured sports instructors shall file a certificate of insurance annually. Failure to provide the Facility Use Form (KG-R2) and insurance certificate within three (3) days of the event will result in the denial of the facilities use request.

2. Personnel/Staffing Requirements

   The school principal, or their respective designee(s), shall decide when school district employees are required to support a specific event for groups/events where fewer than fifty individuals are expected. The School Board/district reserves the right

to charge the facilities user with expenses for actual time School Board employees spend cleaning up following an event in order to return the facilities to their normal condition.

a. Custodial Staff: Outside of regular custodial hours, a custodial staff member or designee shall be on duty for all non-school activities for any group/event that anticipates fifty (50) or more in attendance. The minimum time for a custodian will be five hours as they must come in prior to an event and work after the event. The presence of the employee on duty does not relieve the facilities user of responsibility for any damage done to the property.
b. Employee Volunteers Prohibited: School Board employees shall not be permitted or requested to volunteer their services for these purposes.
c. Security Personnel: Law enforcement supervision may be required at the direction of the principal or their respective designee(s). In such instances, the facilities user must arrange for security with confirmation provided to the building principal or their respective designee(s) prior to the event/activity. The law enforcement unit shall bill the facilities user directly for such services.
d. For groups/events with fewer than fifty individuals expected to attend/participate, the representative designated on the KG-R2 form shall be responsible to coordinate opening and closing of the building/facility with the building principal. This person will be responsible to check restrooms, turn off lights, secure doors, etc. at the end of the event.

3. Equipment and Special Fees

School kitchens are not available for outside group usage. A service fee shall be collected for athletic field lights, stage lights, spot lights and other technical equipment which may be rented by the facilities user, provided that the technician approved by the principal or their respective designee(s) is engaged by the facilities user to oversee equipment use. The School Board reserves the right to subsequently charge the facilities user for any required special trash pick-up required after an event. Pianos may not be used or moved unless under the authorization and/or supervision of the principal. The charge for the use of the piano and of persons to operate lights will be determined annually. Special fees are in addition to the space rental and custodial fees. Some fees may include, but are not limited to:

Athletic field lights: $200 per evening event
Stage lights/Spot lights: $100 per event
Other special equipment: TBD

4. Deposit and Full Payment

An advance, non-refundable deposit of ($50.00) is required ten (10) days in advance of the facilities use date. Payment of the balance is due on or before the date of the use of the facilities. The ($50.00) non-refundable deposit will be credited toward the total amount charged for the use of the facilities. When facilities are contracted for a series of events scheduled over several months, fees may be paid monthly. Users paying monthly fees must pay on, or before, the first working day of each month. In the event that payment is not made in accordance with the terms stated herein, the School Board may exercise its legal rights to recoup any sums due and owing, including,

without limitation, any late charges, interest, attorneys' fees, and/or any other litigation-related expenses or costs incurred in the collection of monies owed. By signing a Facilities Use Form, the user of the facility acknowledges and agrees to pay a five percent (5%) penalty for late payment.

5. Rental Fees

Rental, custodial, and other fees will be collected in accordance with a scale set annually by the School Board.

a. All rental and special fees should be paid directly to the school and deposited by the school into their Facility Use Account.
b. Fee Schedule:

	Half Day*	Full Day**
Cafeteria/Cafeteria Stage	$200	$400
Gymnasium	$300	$600
Athletic field	$200	$400
Other	TBD	

*half day is up to four hours at the minimum charge for outside of school hours
**full day is up to eight hours

If the event is beyond eight hours, but less than twelve hours, the fee would add another half day charge and so forth.

c. Personnel timesheets indicating the number of hours worked will be submitted by the employee to the building principal. The approved/validated timesheet will then be forwarded to the Director of Facilities.
d. Maintenance and Operations will invoice the school for all custodial fees and half of space/special equipment fees.

6. Fee Waivers

The School Board shall not charge facility rental fees for Mecklenburg County Public Schools students and employees requesting building use for school-related extracurricular or professional development, school-support groups (e.g., PTAs and booster clubs) and county agencies. The rental fee for the use of the facilities by fire department, rescue squads, lifesaving crews, law enforcement agencies and agencies of the Commonwealth is also waived. Facility use events that anticipate fifty (50) or more in attendance require an MCPS Custodian on site during that event and this fee ($30/hr) may not be waived.

7. Facilities Hours

Generally, the School Board shall make its facilities available for use by outside organizations Mondays through Fridays from 3:30 p.m. until 9:30 p.m. and on weekends from 7:00 a.m. to 10:00 p.m.

8. Termination of Usage

The Superintendent of Schools has the right to terminate use of facilities by any group when he/she determines that the group has damaged facilities or other school property in any way, has created an unnecessary burden on the school, or has violated any of the terms of agreement for building use.

9. Recurring Use of Facilities

The following procedures shall be followed when an organization is requesting repeated use of school facilities.

a. An approved Facility Use Form (KG-R2) is valid for six (6) months from the date of approval. The renewal date will be included on the KG-R2 form.
a. An applicant may submit a new Facility Use Form (KG-R2) every six months, which could extend facility use on a recurring basis.
b. A review of the Facility Use Form (KG-R2) will be conducted by school personnel along with a representative from the organization at the time of each reapplication. The parties' review shall address any areas of concern.
c. If a second group/organization requests to use the same facility in such a day/time/location that would create a conflict, the current group/organization will receive written notice of such request and will have use of the facility for a maximum of twenty four months from that notice. After twenty four months, the new group/organization would then have rights to facility use.
d. Failure to adhere to the rules and regulations will result in termination of the approved Facility Use.

10. User's Responsibilities

All facilities users accept responsibility for the care and maintenance of Mecklenburg County Public Schools facilities and agree to the conditions listed on the Facility Request Form and in this Regulation. In addition, users agree to obey public laws and School Board policies and regulations while on School Board property. The person or organization who signs the application will be held financially and legally responsible for complying with the terms and conditions (financial and otherwise) as well as for any damages that may occur to MCPS equipment and/or facilities. The person assuming responsibility for the activity must sign the Facility Use Form (KG-R2) and must be present when the activity is conducted.

11. Principals, or their respective designee(s), Responsibilities

Principals, or their respective designee(s), will require all users of school facilities to complete the Facilities Use Form (KG-R2); compute fees on facilities use; forward all completed Facilities Use Forms (KG-R2) to the Superintendent; and retain a copy of all approved Facilities Use Forms (KG-R2) for three (3) years in the school/building files.

12. Priority for Use of Facilities

Permission to use Mecklenburg County Public Schools facilities shall be granted according to the following priorities:

a. MCPS instructional and extracurricular programs;

b. School-related groups, such as parent-teacher associations and booster clubs; tutoring and school business partnerships;
c. Activities facilitated through Mecklenburg County Department of Parks and Recreation and open to the public;
d. Local and state government activities;
e. All others as space is available and at times that do not interfere with the operation of the school and the preceding priorities, on a first come, first served basis, including youth groups, Mecklenburg County employee organizations, civic and cultural groups, churches, private organizations and individuals.

13. Commercial Prohibition

Renting Mecklenburg County Public Schools property (e.g., buildings, grounds, table space, booth space) by a for-profit individual or organization for the purpose of promoting or conducting a business or selling merchandise is prohibited. Sales of merchandise and fundraising activities by non-profit groups and by school-related groups is governed by separate School Board policy.

14. Cancellation of Use

On any day that the Mecklenburg County Public Schools are closed due to inclement weather or other emergencies, use of the school facilities will likewise be cancelled. Users of the facilities, and not the school district or its employees, are responsible for notifying their memberships of such circumstances. The school district further reserves the right to deny any Facility Use Form or cancel any previously approved contract when it deems such action to be in the best interest of the school district. Examples of such circumstances include, but are not limited to: (1) the applicant has not demonstrated to the satisfaction of the school district that reasonable security has been provided and reasonable safety precautions have been taken; (2) the rescheduling of school activities cancelled by emergencies creates conflicts with scheduled community uses; (3) the primary purpose for the usage is for commercial use; and (4) emergencies arise that require school district use of the facilities.

15. Additional Rules and Regulations

a. No organizations may use the buildings or grounds at any time, or in such a manner, that would interfere with the operation of the school for public education purposes.
b. The School Board and its representatives' access to schools will not be limited at any time due to outside group/organization use of school facilities.
c. The facilities use applicant shall not sublet space to another organization or group.
d. Any organization desiring to move special properties into the school or into the grounds, including the auditorium, prior to or on the date of rehearsal or performance, must obtain permission from the office of the division superintendent. All flats, curtains and costumes must be treated for fire resistance.

e. Using decorations, scenery, or moving school equipment is prohibited unless special permission is granted.
f. The parking of automobiles shall be restricted to designated areas. Parking is prohibited in areas for the handicapped (without proper authorization) and in fire lanes.
g. The group/organization using the building and grounds shall be responsible for the conduct of its members.
h. Compensation shall be made by the sponsoring individual or organization for any damage done to School Board property.
i. All publicity for an event shall carry the name of the group sponsoring the meeting or event. All advertisements for the event shall be reviewed by the division superintendent, or his/her designee, and shall include the statement "*Permission to use a School Board facility and the activities herein does not, in any way, constitute sponsorship or endorsement of the groups' policies or beliefs by the Mecklenburg County School Board."* All publicity must be pre-approved by the Mecklenburg County School Board or school contact.
j. Department facilities, such as laboratories, music, vocational and commercial departments, generally, shall not be made available for non-school use.
k. The School Board assumes no responsibility for items or equipment brought on School Board premises by the using organization, its members or guests, or for lost or stolen items. The School Board also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the Facilities Use Form, and the organization which he/she represents, shall be held financially responsible for any damage to the building, and its furniture and equipment during the period of use. The organization using the school facilities shall be responsible for damage or theft of school property.

Adopted: March 19, 2019

Revised: June 15, 2020

MECKLENBURG COUNTY PUBLIC SCHOOLS
FACILITY USE FORM

I. BUILDING USE REQUEST

The _____ requests the use of_____
Organization School

_____ (Part of school to be used) for the purpose of:

_____

_____

_____

On _____ from _____ to _____
Day and Date Start Time End Time

Is this a onetime facility use request or recurring? _____ One time _____ Recurring

If recurring, please provide those additional details here (Please note, this form is good for a maximum of six months):

_____

_____

_____Agreement expiration date: _____

Will activity be open to the public? _____YES _____No

Will admission be charged? _____YES _____No

If yes, proceeds will be used for?_____

How many individuals are reasonably expected for this event/activity? _____0-50 _____ more than 50

Print name, address, and telephone number(s) of person responsible for the event and use of this MCPS facility. . This person is responsible for any loss/damage incurred as well (with fewer than 50 in attendance) as for coordinating with the principal to open and to secure the building at the end of the event_____

_____

INSURANCE INFORMATION

Do you (the requesting organization) have an in-force public liability policy? _____YES _____NO

What are the limits of the liability? (It must include $1,000,000 personal liability)

Bodily Injury coverage limit: $_____

Property damage coverage limit: $_____

II. RULES GOVERNING USE OF FACILITIES (Please review full MCPS School Board Policy KG and Regulation KG-R1)

Facility Fee Worksheet:

Space requested fee: $_____

Custodial fee (waived if fewer than 50): $_____

Special Equipment fee: $_____

Fee due to school per event: $_____

Total fee due to School: $_____

Organization Representative Signature: _____

Organization Representative Print Name: _____

Date: _____

OFFICE USE ONLY

RECOMMENDED APPROVAL: _____YES _____NO

Principal's Signature**: _____

Date: _____

If facility use is approved, please promptly submit work order request for HVAC/Special Requests.

If facility use is approved, after conclusion of event, collect and verify timesheet and submit to Supervisor of Maintenance and Operations. You will receive an invoice from Maintenance and Operations.

APPROVED: _____NOT APPROVED: _____

_____
(Division Superintendent or Designee Signature**)

_____
DATE

****Requires the signature of the building principal and the division superintendent or designee for final approval. Fees are set by the Mecklenburg County School Board. The building principal does not have the authority to waive any fees.**

Adopted: March 19, 2019

Revised: June 15, 2020

SALES AND SOLICITATIONS IN SCHOOLS

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

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

Adopted: March 16, 2015
Revised: May 20, 2019

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

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

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

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

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

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, 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: March 16, 2019
Revised: July 29, 2019

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/KGC	Tobacco Products and Nicotine Vapor Products
	KK	School Visitors
	KN	Sex Offender Registry
KNA	Violent Sex Offenders on School Property	

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TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

Generally

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

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

The superintendent is responsible for developing a regulation which contains

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

Definitions

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

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

Adopted: March 16, 2015
Revised: July 29, 2019

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

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

Cross Refs.:

CLA	Reporting Acts of Violence and Substance Abuse
GBEC/JFCH	Tobacco Products and Nicotine Vapor Products
JFC-R	Standards of Student Conduct
KG	Community Use of School Facilities
KGB	Public Conduct on School Property

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PUBLIC GIFTS TO THE SCHOOLS

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

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

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

Adopted: March 16, 2015
Revised: July 29, 2019

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 must be directed to the superintendent or superintendent's designee.

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

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

Adopted: March 16, 2015
Revised: July 29, 2019

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

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

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SCHOOL VISITORS

Generally

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

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

Parents

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

Board Members

Periodically, Board members may visit schools within the division. The purpose of these visits is to 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: March 16, 2015
Revised: July 20, 2015

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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

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

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

Health: The service animal must be in good health.

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

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

C. Service Dogs in Training

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

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

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

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

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

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

D. Miniature Horses

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

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

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

E. Extra Charges

The owner or handler of a service animal cannot be required to pay an admission fee or a charge for the animal 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: March 16, 2015
Revised: December 17, 2018; June 15, 2020

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

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 Mecklenburg 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: March 16, 2015

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

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

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PUBLIC COMPLAINTS 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: March 16, 2015

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

8 VAC 20-720-160.

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

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

Despite the care taken in selecting suitable learning resources, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for members of the community to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

Complaints about learning resources should be presented in writing using KLB-E, “Request for Reconsideration of Learning Resources” form, which may be obtained from the principal or the central office. The standards and procedure for review shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials shall be considered for their educational suitability and shall not be proscribed or removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level may be submitted to the superintendent or superintendent’s designee. The decision of the superintendent may be appealed to the School Board or reviewed at the School Board's request. The decision of the School Board will be final.

Adopted: March 16, 2015

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

8 VAC 20-170-10.

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

Mecklenburg 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

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

   _____
   [Print name of staff person(s)]

   Are you aware of evaluations of this material by professional critics?
   ❑ YES ❑ NO
   If no, would you be interested in receiving this information?
   ❑ YES ❑ NO

3. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

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

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

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

❑ Do not assign it to my child ❑ The school should reevaluate the material
❑ Other—
Explain:_____
_____

6. Are there other materials of the same subject and format that you would suggest for consideration in place of this material? ❑ YES ❑ NO
If yes, please identify your suggestions.
_____
_____
_____

Signature _____ Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

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RELATIONS WITH PARENT ORGANIZATIONS

The Mecklenburg 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: March 16, 2015

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

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

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SEX OFFENDER REGISTRY NOTIFICATION

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

Use of Sex Offender Registry Information

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

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the Superintendent or his designee shall be notified immediately. The Superintendent or his designee may, in his or her discretion, notify local law-enforcement.

2. School Volunteers and Student Teachers. Each staff member shall submit to the Principal the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The Principal shall screen each student teacher and volunteer's name and address against the registry information. If a match is found, the Principal shall notify the Superintendent, who shall confirm the match. If the match is confirmed, the Superintendent shall inform the individual, in writing, that he or she may not serve as a volunteer or student teacher. The notice shall provide the reason with reference to this policy. The Superintendent shall provide a copy of the notice to the Principal and staff member.

3. Contractors' Employees. In addition to ensuring that the certification requirements of Policy DJF Purchasing Procedures are met, the Superintendent shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:

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

4. School Division Employees. Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.

5. Applicants for Employment. Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the division.

6. Parents of Students and other Visitors.

   Persons who have been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may be present at school during school hours or during school related or school sponsored activities, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored

activity only as provided in Policy KNA Violent Sex Offenders on School Property.

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

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

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

Requests for Registry Information

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

Adopted: March 16, 2015

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

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: March 16, 2015

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 interrogation. If the parent or guardian cannot be present for the interrogation, then the principal or principal's designee is present throughout the interrogation.

Service of Process at School

Should there be a need to serve a student or school employee with any "legal process", the School Board encourages the process server to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they should be served at the principal's office of the school which the student attends or the main office of the facility at which the employee is assigned.

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

Development of Programs

The superintendent seeks to develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs and procedures to prevent violence and crime on school property and at school-sponsored events. The superintendent obtains and uses Sex Offender Registry information in accordance with Policy KN Sex Offender 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, abduction of any person as described in Va. Code §§ 18.2-47 or 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft of or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property or at school-sponsored activity; or
4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school property;

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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.

If the local law-enforcement agency employs school resource officers, the School Board and the agency have a memorandum of understanding that sets forth the powers and duties of the school resource officers. The School Board and the law-enforcement agency review and amend or affirm the memorandum of understanding at least once every five years or at any time upon the request of either party.

Adopted: March 16, 2015
Revised: July 20, 2015; July 29, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 8.01-293, 9.1-101, 16.1-264, 22.1-279.3:1, 22.1-279.9, 22.1-280.2:1, 22.1-280.2:3, 22.1-293.

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

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REPORTS OF MISSING CHILDREN

The Mecklenburg 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: March 16, 2015

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

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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: March 16, 2015

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 MECKLENBURG COUNTY PUBLIC SCHOOLS 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 MECKLENBURG COUNTY PUBLIC SCHOOLS 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 a 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 products, nicotine vapor products, or firearms;
- promotion of sexual, obscene or pornographic activities; or
- promotion of any image that is not in keeping with the established goals and purposes of the School Board.

Adopted: March 16, 2015
Revised: July 29, 2019

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