

SECTION K: School-Community Relations

KA	Goals for School-Community Relations
KB	Public Information Program
KBA KBA-R KBA-F1, F2	Requests for Information
KBB	School Sponsored Information Media
KBC	Media Relations
KBE	Internet Privacy
KC	Community Involvement in Decision-making
KD	Public Participation at Board Meetings (Also BDDH)
KF	Distribution of Outside Communications/Materials
KFB	Administration of Surveys and Questionnaires
KG	Community Use of School Facilities
KGA	Sales and Solicitations in Schools
KGB	Public Conduct on School Property
KGC	Tobacco Use on School Premises
KGD	Ticket Sales for School Events
KH	Public Gifts to the Schools
KJ	Advertising in the Schools
KK	School Visitors
KKA	Service Animals in Public Schools
KL	Public Complaints
KLB	Public Complaints about Learning Resources
KM	Relations with Community Organizations
KMA	Relations with Parents Organizations

SECTION K: School-Community Relations

KMB	Relations with Booster Organizations
KMF	Relations with Private Social Service Organizations
KN	Sex Offender Registry Notification
KNA	Violent Sex Offenders on School Property
KNAJ	Relations with Law Enforcement Authorities
KNB	Reports of Missing Children
KP	Parental Rights and Responsibilities
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

GOALS FOR SCHOOL-COMMUNITY RELATIONS

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

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

1. take an active interest in the schools and participate in school activities,
2. place a high priority on education and make funds available for an educational system that supports learning for all children, and
3. establish partnerships with the schools to enhance learning opportunities.

Adopted: August 20, 1992

Revised: September 20, 1994; September 17, 1996; June 30, 2003; July 19, 2004; July 15, 2008; April 17, 2012; March 18, 2014

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

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

PUBLIC INFORMATION PROGRAM

The West Point 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: August 20, 1992

Revised: September 17, 1996; April 18, 2002; April 17, 2012

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

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

REQUESTS FOR INFORMATION

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

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

Adopted: April 18, 2002

Revised: June 28, 2016

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

Cross Ref.: KBA-R Requests for Information

REQUESTS FOR INFORMATION

West Point School Board is committed to full compliance with the Virginia Freedom of Information Act (FOIA) and processes all requests for information in accordance with the following procedures:

Rosalin Ball is West Point School Board's FOIA Officer. The FOIA Officer serves as a point of contact for members of the public in requesting public records and coordinates the School Board's compliance with FOIA. The FOIA Officer may be reached at 804-843-4368 ext. 403.

ACCESS TO RECORDS

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

REQUEST PROCEDURES

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the West Point Public Schools FOIA Officer at:
West Point Public Schools, P O Box T, 1626 Main Street, West Point
Phone: 804 843-4368 Fax: 804 843-4421

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

RESPONDING TO REQUESTS

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

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

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

2. The five-day period begins on the first working day following the day the request is received by the school division, and ends at the close of business on the fifth working day following receipt of the request. Any time that elapses between the time the requester is notified of an advance cost determination pursuant to the procedures detailed below and the time that the requester responds to that notice shall not be counted in calculating the five work days.

PROCESSING OF REQUESTS

1. The FOIA Officer after receiving a request, promptly makes an initial determination as to whether the requested records are fully disclosable, partially disclosable, fully exempt, or if more time will be needed.
2. If the FOIA Officer is unsure whether the requested documents are disclosable or exempt, legal advice is promptly sought.
3. If the FOIA Officer is uncertain whether the requested records exist or where they may be located, efforts are promptly initiated to locate the records or determine whether they exist.
4. If the requested records will be made available either in whole or in part, the FOIA Officer promptly consults with School Board staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this is taken into account. The following costs are charged at the rates indicated, not to exceed actual cost:
 - Staff member search time, charged by the quarter hour. Depending on the staff member(s) involved in the search, rates of \$3 to \$5 per quarter hour may apply.
 - Computer search time, charged at the rate of \$15 per quarter hour
 - Computer printouts, charged at the rate of 20 cents per page
 - Photocopies (including those necessary to perform redactions), charged at the rate of 20 cents per page.
 - Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, or courier charges).
5. If the requester has asked for an advance determination of the cost, or if the cost is expected to exceed \$ 200, the requester shall be notified of the advance cost determination. No further action shall be taken until the requester responds, and the requester must agree to pay the estimated amount before any further processing of the request is performed.

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

Adopted: July 19, 1999

Revised: April 18, 2002; June 30, 2003; July 15, 2003; July 17, 2007; June 22, 2010; March 17, 2015; June 28, 2016

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

Cross Ref.: KBA Requests for Information

SCHOOL-SPONSORED INFORMATION MEDIA

Distribution of communications to students during the day is considered to be disruptive of the instructional process. These communications are to be limited as much as possible. All communications shall be relevant to enriching the lives of students. Requests to distribute pamphlets, notices, newsletters or other communications shall be made to the principal. The principal shall confer with the superintendent as needed.

Adopted: August 20, 1992

Cross Refs.: KI Public Solicitations in the Schools
KJ Advertising in the Schools

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: August 20, 1992

Revised: September 20, 1994; September 17, 1996; July 19, 2004; July 17, 2007; July 15, 2008; April 17, 2012

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

Cross Ref.: JO Student Records
KB Public Information Program

INTERNET PRIVACY

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

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

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

West Point School Board
Internet Privacy Policy Statement
(last updated on May 14, 2014)

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

Virginia law

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

Links to other websites

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

Who receives the information we collect via our website

West Point Public Schools does not manage or maintain physical web servers on our premises. Rather, we are contracted with a webhosting company, SharpSchool, and it is SharpSchool that owns, manages, and maintains all physical web servers and is responsible for collecting access logs for web traffic to our website. West Point has no authority for and limited access to this information.

Information we collect

When you access our website, no information is logged or recorded of anonymous users – the SharpSchool system only tracks webpage objects that are created or updated by authenticated users (faculty and staff users who have logged in to manage web content).

No other information is collected through our website except when you deliberately decide to send it to us. Any information submitted through a form, such as Contact Us or email in a staff directory page, is kept for a year, but information submitted through a form on any of the pages is kept for as long as the form page is kept in the site.

Information that may be collected by SharpSchool or other internet routing services in order to complete your connection to the website include:

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

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

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

Cookies:

Our website does not place any “cookies¹” on your computer.

How the collected information is used

Routing information is used by our webhost, SharpSchool, to route the requested web page to your computer for viewing. They send the requested web page and the routing information to their Internet Service Provider (ISP) or other entities involved in transmitting the requested page to you.

We do not control the privacy practices of those entities. Essential and nonessential technical information helps SharpSchool respond to your request in an appropriate format, or in a personalized manner and helps them plan website improvement.

West Point Public Schools has no access to logs of anonymous user visits to our website, but logs of authenticated user activity (faculty and staff webpage content creation and updating) are maintained indefinitely.

Information submitted via webpage forms and email is retained in accordance with the Records Retention Schedules promulgated by the Library of Virginia.

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

Choice to provide information

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

Comments or review

If you have questions about this privacy statement or the practices of this website or if you choose to review or correct any information, please contact us at rmetzger@wpschools.net.

Adopted: February 20, 2001

Revised: May 20, 2014

Legal Refs.: Code of Virginia, 1950, as amended, sections 2.1-380

COMMUNITY INVOLVEMENT IN DECISION MAKING

The West Point 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: August 20, 1992

Revised: September 17, 1996; April 17, 2012

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

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

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the West Point School Board to observe its deliberations. Any member of the community may address the Board on matters related to the West Point 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 shall rule 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: August 20, 1992

Revised: February 16, 1994; September 17, 1996, August 15, 2000; July 19, 2004; July 15, 2008; March 18, 2014; June 28, 2016

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

Cross Ref.: BDDE Rules of Order

PUBLIC PARTICIPATION REGULATION

Decorum and Order-School Board Meetings

It is the intent of the School Board, by adoption of this regulation, to ensure that the affairs of the Board may be conducted in an open and orderly manner, that all persons desiring to address the Board are afforded an opportunity to do so in the order in which they sign up to speak, that persons in attendance may observe and hear the proceedings of the Board without distraction, and that the members of the Board are able to transact the business of the School Board with minimal disruption.

Persons addressing the Board shall confine their comments to matters germane to the business of the West Point School Board, refrain from vulgarity or other breach of respect, and ~~(iv)~~ comply with the time limits for public comment.

Request Procedure

Individuals wishing to address the School Board will be afforded the opportunity to address the School Board following the information portion of the School Board's agenda by signing up with the clerk of the School Board prior to the beginning of the School Board meeting under delegations on the School Board agenda.

Presentations to the Board

Following the formal call to order of annual, regular, or additional regular meetings the School Board shall, in open session, accept public comment on any matter germane to the business of West Point School Board. Public Comment Sessions shall be conducted at each regular meeting at such time as the Board determines at its annual Organizational Meeting in July.

Time Limitations

Persons addressing the School Board shall limit their remarks to three (3) minutes unless otherwise modified by order of the chairman of the Board. The recognized association representative shall be permitted five (5) minutes unless otherwise modified by order of the chairman of the Board. The chairman shall monitor and enforce the use of time.

Cumulative Remarks

While public comment is encouraged, cumulative comment tends to minimize the significance of preceding remarks and prevent other topics from being heard in a timely fashion. Therefore, the chairman may, in his/her sole discretion, cut off comments from any speaker if that comment is considered cumulative or repetitive.

Documents

Documentary support for a speaker's positions should be provided to the clerk of the School Board at least ten (10) days prior to the meeting in order to assure the documents are provided in a timely fashion to the Board members. Documents provided after that time may not be available to Board members at the time of the speaker's presentation.

Public Hearing

When the School Board has scheduled a public hearing for the purpose of receiving public comment, the Board will accept comment only on the topic(s) for which the public hearing was called. All other policies and regulations applicable to individuals or groups appearing before the School Board shall apply to public hearings.

During the public comment portion of the agenda, the School Board will not entertain comment regarding any pending student discipline or employee grievance matters. The appropriate forum for such matters is the applicable administrative hearing provided by State law or, where appropriate, court proceeding.

Expressive activities including, but not limited to, petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution, and conducting polls shall not be permitted in the Board chambers, the Board conference room, the waiting areas and corridors adjacent to the chambers and conference room, the School Board administration building, or any school building in which the Board is meeting.

This regulation does not preclude persons addressing the Board from delivering the Board or its clerk written materials such as exhibits, letters, or signed petitions. Nor does this regulation preclude those addressing the Board from using a chart or graph during their verbal presentation.

The Chairman or other presiding officer shall preserve decorum and shall decide all questions of public order, subject to appeal of the Board.

DISTRIBUTION OF INFORMATION/MATERIALS

The West Point School Board seeks to minimize intrusions on the time of students and employees 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 a non-school organization, including parent-teacher organizations and booster clubs. Approval will be granted only for materials from governmental organizations regarding activities related to the educational mission of the West Point 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.

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, is prohibited.

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

Adopted: August 20, 1992

Revised: September 20, 1994; August 15, 1995; September 17, 1996; July 13, 2000; July 15, 2003; December 12, 2006; June 17, 2014

Legal Ref: U. S. Constitution, First Amendment

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

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

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

DISTRIBUTION OF INFORMATION/MATERIALS

GENERAL LITERATURE POSTING, DISTRIBUTION OR AVAILABILITY TO STUDENTS

The school system permits the posting and/or distribution to students of approved information that will contribute significantly to the instructional program or promote educational or recreational activities for students. Only information sponsored by non-commercial and non-profit groups and information about programs sponsored by West Point Public Schools will be considered for approval. Organizations must be prepared to document their not-for-profit status and must notify the school should that status change. Approval will not be granted for literature that is sponsored by private interests, for-profit organizations, religious groups for the purpose of proselytizing, or commercial organizations; or that promotes or opposes political candidates, promotes gambling, or is obscene, libelous or prejudicial in nature. The fact that information may be approved for posting or distribution to students does not mean or imply sponsorship of, support for, or endorsement of the activity or organization by the school system.

Once approved by the building principal, only materials prepared by an individual school, a school official and the school division may be distributed to students without Superintendent approval in accordance with School Board policy KF and are not subject to these guidelines. Sponsorship must be clearly identified, and a telephone number or web address must be provided. All other materials shall be referred to the Superintendent's Office for approval and, once approved, may be posted and/or distributed.

GUIDELINES FOR GENERAL LITERATURE POSTING, DISTRIBUTION OR AVAILABILITY TO STUDENTS

I. General Literature

A. Only advertising and promotional materials that contribute to instruction or general community betterment may be posted, made available in the schools, or distributed to students.

B. Materials being considered for distribution may not:

1. make reference to alcohol, drugs, or weapons;
2. attack ethnic, religious or racial groups;
3. promote hostility, disorder, or violence;
4. proselytize (convert from one religion, belief, or party to another) a particular religious or political belief;
5. exclusively advertise a product or service for sale or rent (use of a logo is permissible);

6. be libelous, invade the rights of others, or inhibit the functioning of the school, or advocate interference with the rights of any individual or with the normal operation of the school;
 7. favor or oppose any political candidate, any bond issue, or any other question to be decided at an election;
 8. promote gambling; and
 9. be obscene, vulgar or pornographic.
- C. Materials being considered for distribution in elementary, middle, and high schools must be received in the Superintendent's Office at least two weeks prior to the intended distribution date to schools.
- D. Materials being considered for distribution approval must include the following information:
1. Complete name of organization or event
 2. Date, time, place of the event, and areas and schools involved
 3. Contact person, mailing address, and telephone number or website address
- E. Once the materials have been reviewed, the Superintendent's Office will notify the organization of the approval or denial.
- F. Once approved by the building principal, only materials prepared by an individual school, a school official and the school division may be distributed to students without Superintendent approval in accordance with School Board policy KF and are not subject to these guidelines. Sponsorship must be clearly identified, and a telephone number or web address must be provided.
- II. Literature for Nonschool-Sponsored Contests and Competitions
- A. Contests and competitions must be curriculum related in order for materials to be distributed to students.
- B. Requests for distribution of literature sponsoring contests or competitions must be forwarded to the Superintendent's Office at least one month prior to the event. Procedures outlined in section I above will be followed.
- C. Charitable organizations wanting to sponsor contests or competitions shall observe the following criteria:

1. The contest or competition must be directly related to curricula taught in the designated subject area according to the program of studies.
2. Any fliers related to contests or competitions must meet the guidelines stated above.

GENERAL LITERATURE DISTRIBUTION TO STAFF

Literature from any business, non-profit, or non-sectarian organization can be distributed to staff members through their work sites but not through the use of the division's website and/or email. Principals will approve all literature distribution requests for school staff members.

GUIDELINES FOR DISTRIBUTION OF MATERIALS TO STAFF

1. Guidelines included in regulation KF also pertain to materials to be distributed to staff, except that principals have the final authority for approval of these materials.
2. Materials provided for distribution to staff will be made available in the faculty lounge for a period of time designated by the principal and then removed and destroyed by the principal or his designee unless other arrangements have been made for retrieval by the provider.

Adopted:

West Point Public Schools

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

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

B. Participation in Surveys and Evaluations

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

1. political affiliations or beliefs of the student or the student's parent,
2. mental or psychological problems of the student or the student's family,
3. sex behavior or attitudes,
4. illegal, anti-social, self-incriminating, or demeaning behavior,
5. critical appraisals of other individuals with whom respondents have close family relationships,
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
7. religious practices, affiliations, or beliefs of the student or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sexual Information

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

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

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

D. Additional Protections

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

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by Procedures of Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) (attached).

II. Physical Examinations and Screenings

If the West Point School Division administers any physical examinations or screenings other than

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

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

III. Commercial Use of Information

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

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

1. college or other postsecondary education recruitment, or military recruitment;
2. book clubs, magazines, and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by elementary schools and secondary schools;
4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. the sale by students of products or services to raise funds for school-related or education-related activities; and
6. student recognition programs.

IV. Notification

Notification of Policies

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

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

Notification of Specific Events

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

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

V. Definitions

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

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

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

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

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

Survey: the term "survey" includes an evaluation.

Adopted: May 20, 2003

Revised: June 29, 2006; July 17, 2006; July 19, 2011; November 18, 2014; June 30, 2015

Legal Refs.: 20 U.S.C. section 1232h.

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

Cross Refs.: JHDA Human Research

KBA Requests for Information

KF Distribution of Information/Materials

Procedures for Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

West Point Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[West Point Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year]** and after any substantive changes. West Point Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

West Point Public Schools PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires West Point Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

Date:

Grades:

Activity:

Summary:

Consent [for ED funded, protected information surveys only]: A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this survey.

Opt-out [for any non-ED funded protected information survey]: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to Juanita S. Cawley, 1626 Main St., West Point, VA 23181. Ms. Cawley will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

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 regulations 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.

When any of the buildings and grounds of the West Point Public Schools are utilized, the laws of the United States and the Commonwealth of Virginia shall be observed. Specifically, there shall be no cursing or abusing or use of violent or abusive language or use of any such other language so as to provoke a breach of the peace. Any violation, or suspected violation, of state or federal law, may result in an immediate revocation of permission to use the school property. Violation, or suspected violation, of any state or federal law may also result in the person or persons involved, being removed or prohibited from remaining or re-entering on school property, regardless of whether or not there is a conviction under state or federal law. The revocation of the privilege to use the school property, removal, or prohibition from re-entering on school property may occur with or without any type of oral or written notice on the part of the school division.

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

Adopted: August 20, 1992

Revised: September 17, 1996; July 15, 2003; July 24, 2012; March 21, 2017

Legal Refs.: 20 U.S.C. § 7905

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

Acts 2016, c. 647.

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

COMMUNITY USE OF SCHOOL FACILITIES

School facilities are for the students. Use of facilities is a privilege for other groups.

Use of buildings and grounds by school groups for educational purposes after school hours shall be handled by the principal of the school according to policies and regulations of the board. The board may cancel permission to use school buildings and grounds when such action is necessary for the best interest of the school division.

The Board's intent is to provide building access to a broad constituency. Outside groups may not use the auditorium more frequently than once per month. Groups that are affiliated with the school system such as Arts Alive and the YMCA and Tri-Rivers may be approved for more frequent use. Use of buildings and grounds by groups not a part of the school shall be governed by the following and may be canceled on the same basis as stated above with reference to school groups:

1. Church groups, commercial or professional entertainers, and out-of-county groups may be given the use of school buildings and grounds if the program is of a cultural or an educational nature. Permission to use the buildings and grounds by such groups shall be granted with the approval of the principal and the Superintendent, unless a special situation arises that requires the action of the board. Requests shall be presented for action no less than 20 days prior to the date scheduled for the event. The principal or his agent shall be present for such activities.
2. If custodial services from a division custodial_employee is required, payment for this service shall be a flat rate of \$25.00 per hour and may be collected by the principal and run through regular accounting procedures in the school general account or the contracting agency may negotiate directly with school custodians.
 - a. If building use is during the regular custodial day, custodial fees shall not be collected from the following groups for the use of auditorium, gymnasium, classroom, or multipurpose facilities:
 - 1) Scheduled PTA meetings.
 - 2) School-sponsored activities under the direction of the principal.
 - 3) Professional education organizations.
 - 4) Nonschool organizations whose purpose is to improve and educate the community in civic growth and welfare.
 - 5) Performances by local talent and nonprofessionals sponsored by civic groups when any net profit is used for school betterment projects.
 - b. A custodial fee (minimum \$10.50) shall be collected for the use of the auditorium, the gymnasium, the multipurpose facilities, the classrooms, and the cafeteria as follows:
 - 1) PTA-sponsored admission programs.
 - 2) Nonschool-related discussion programs or banquets.
 - 3) Other admission programs.

3. A Security Guard is required and must be contracted and compensated by the user. A selection shall be made from the attached approved list. The user shall write a check directly to the Security Guard/Agency employed. (Security Guards must be unarmed.)
4. A light and sound operator must be contracted and compensated by the user. A selection shall be made from the attached approved list. The user shall write a check directly to the light and sound operator/Agency employed. Groups using basic lighting and only one microphone may request an exception from the principal/designee.
5. Rental fees collected in accordance with a scale set annually by the board shall be paid one week prior to the event. Rental fee checks shall be made to West Point Public Schools and mailed to West Point Public Schools, P. O. Box T, West Point, VA 23181 or delivered to the West Point School Board Office, 1626 Main Street, West Point, VA 23181. A refundable damage deposit in the amount of \$200.00 must be attached to the application. Custodial fees shall be paid directly to West Point High School, 2700 Mattaponi Ave., West Point, VA 23181. A policy certificate of a commercial general liability insurance policy with a limit per occurrence of \$500,000 shall be submitted one week in advance of the event to the West Point School Board Office, 1626 Main St., P.O. Box T, West Point, VA 23181.
 - a. Rental fees shall not be collected for use of the auditorium, the gymnasium, the multipurpose facilities, or the classrooms from the following groups:
 - 1) Scheduled PTA meetings.
 - 2) School-sponsored activities under the direction of the principal.
 - 3) Professional educational organizations.
 - 4) Nonschool organizations whose purpose is to improve and educate the community in civic growth and welfare.
 - 5) Performance by local talent and nonprofessionals sponsored by civic groups when any net profit is used for school betterment projects.
6. The rental fee for the use of facilities by fire departments, rescue squads and life saving crews of West Point is waived.

Use of alcoholic beverages shall be prohibited on any school property at any time.

Issued:

Revised: February 18, 1997; March 16, 2004; May 18, 2004; March 21, 2017

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

Fees and insurance certificate must be submitted one week in advance of the event to West Point School Board Office, P.O. Box T, 1626 Main Street, West Point, VA 23181.

<u>Facility</u>	<u>Rental Fee</u>
Auditorium	600.00 – Friday, Saturday, Sunday 400.00 – Monday – Thursday 200.00 – Damage Deposit Insurance Policy Certificate
Cafeteria	50.00
Cafeteria & Kitchen	75.00
Kitchen	50.00
Classrooms	75.00
Gymnasium	100.00
Playing Field	100.00
Playing Field w/lights	125.00
<u>Service Cost</u>	<u>Service Fee</u>
Security, Lighting, Sound for Auditorium	contracted directly by user with individual/agency from attached approved list
Cafeteria Manager	1 1/2 times hourly rate
Cafeteria Workers (catering)	1 1/2 times hourly rate
Cafeteria Supervision (required when use of kitchen is requested)	1 1/2 times hourly rate
Custodians	25.00 per hour outside regular work schedules Custodial fee shall be paid directly to West Point High School at least one week in advance

A rental fee will be assessed according to the above schedule except for organizations which the Board recognizes as having an educational or recreational function as outlined in the policy regulation. A multi-use fee may be negotiated with approved organizations utilizing the facilities multiple times per week for approved activities.

A service cost fee will be assessed according to the above schedule unless the Board, at its discretion, specifically determines otherwise.

Revised: April 14, 1997; December 16, 2003; March 2, 2004; May 18, 2004; April 19, 2011; March 21, 2017

WEST POINT PUBLIC SCHOOLS GYM REGULATIONS

Please make sure your group adheres to the following rules when using the West Point High School or West Point Elementary School gymnasium. Failing to comply with these rules will result in a warning after the first incident and cancellation of any future events after the second incident. Thank you for your interest in our school.

1. NO FOOD OR DRINKS may be taken or consumed inside the gym.
2. The gym must be swept, and trash must be picked up at the conclusion of the scheduled event.
3. Proper shoes must be worn by all participants. These shoes must be different from shoes worn outdoors. If a participant needs to leave the gym, he/she must put on different shoes.
4. The group or the individual who requested to use the gym is responsible for any damage to the school's equipment. Any such incident must be reported to the school's administration no later than the morning of the next working day. (The person may be asked to provide a written report of the incident.)
5. West Point Public Schools will not be responsible for any damages that occurred during that event.
6. The group is responsible for any required custodial fees.
7. The group is also responsible for their spectators, coaches, visitors, and participants' behavior during that time.
8. SMOKING IS PROHIBITED.
9. When any of the buildings and grounds of the West Point Public Schools are utilized, the laws of the United States and the Commonwealth of Virginia shall be observed. Specifically, there shall be no cursing or abusing or use of violent or abusive language or use of any such other language so as to provoke a breach of the peace. Any violation, or suspected violation, of state or federal law, may result in an immediate revocation of permission to use the school property. Violation, or suspected violation, of any state or federal law may also result in the person or persons involved, being removed or prohibited from remaining or re-entering on school property, regardless of whether or not there is a conviction under state or federal law. The revocation of the privilege to use the school property, removal, or prohibition from re-entering on school property may occur with or without any type of oral or written notice on the part of the school division.

I have read the above listed regulations regarding usage of the gymnasium at West Point High School and West Point Elementary School. I agree to abide by these regulations and realize that noncompliance will result in my inability to use these facilities in the future.

Signature

Date

WEST POINT PUBLIC SCHOOLS AUDITORIUM REGULATIONS

Please make sure your group adheres to the following rules when using the W.T. Robinson/Sture G. Olsson Civic Auditorium and Fine Arts Center. Failing to comply with these rules will result in a warning after the first incident and cancellation of any future events after the second incident. Thank you for your interest in our school.

1. ALL FOOD AND DRINKS MUST BE CONSUMED IN CORRIDOR BEGINNING AT THE MIDDLE SCHOOL DOORS EXTENDING TO THE VELVET ROPE. NO FOOD OR DRINKS MAY BE TAKEN PAST THIS POINT.
2. The auditorium must be swept, and trash must be picked up at the conclusion of the scheduled event.
3. The group or the individual who requested to use the auditorium is responsible for any damage to the school's equipment. Any such incident must be reported to the school's administration no later than the morning of the next working day. (The person may be asked to provide a written report of the incident.)
4. West Point Public Schools will not be responsible for any damages that occurred during that event.
5. The group is responsible for any required custodial light, sound, and security fees.
6. The group is also responsible for their spectators, visitors, and participants behavior during that time.
7. SMOKING AND ALCOHOLIC BEVERAGES ARE PROHIBITED.
8. When any of the buildings and grounds of the West Point Public Schools are utilized, the laws of the United States and the Commonwealth of Virginia shall be observed. Specifically, there shall be no cursing or abusing or use of violent or abusive language or use of any such other language so as to provoke a breach of the peace. Any violation, or suspected violation, of state or federal law, may result in an immediate revocation of permission to use the school property. Violation, or suspected violation, of any state or federal law may also result in the person or persons involved, being removed or prohibited from remaining or re-entering on school property, regardless of whether or not there is a conviction under state or federal law. The revocation of the privilege to use the school property, removal, or prohibition from re-entering on school property may occur with or without any type of oral or written notice on the part of the school division.

I have read the above listed regulations regarding usage of the auditorium. I agree to abide by these regulations and realize that noncompliance will result in my inability to use this facility in the future and that I am financially responsible for any damage that occurs during my usage.

Signature

Date

WEST POINT PUBLIC SCHOOLS PROCEDURE FOR COMMUNITY USE OF OUTDOOR
SCHOOL FACILITIES

Citizens of the Town of West Point are welcomed and encouraged to use the outdoor recreation facilities of West Point Public Schools. The following procedure will be utilized during school hours:

1. Citizens will report to the office of the school prior to using the facilities.
2. A written or verbal request is to be made to the office or administrative staff for use of a specific facility (e.g. tennis courts, track, etc).
3. Once approved for the requested time period, a badge will be issued to the citizen(s). The badge is to be worn the entire time the citizen is on school property. The citizen will sign a log for use of the facility. If more than one person will be using the facility, all persons will sign in and be issued badges.
4. Once use of the facility is completed, the citizen(s) will return to the office, turn in the badge(s) and sign out.

Facilities will not be approved for use by citizens when in use by school staff and students.

Restrooms in the office of the school will be made available to citizens approved for use of facilities.

SALES AND SOLICITATIONS IN SCHOOLS

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

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

Adopted: August 20, 1992

Revised: September 17, 1996; August 7, 1997; April 15, 2008; September 16, 2008

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

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

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

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

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

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

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

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

Adopted: August 20, 1992
Revised: September 20, 1994; August 15, 1995; September 17, 1996; April 15, 2008; July 15, 2008; June 17, 2014

Legal Refs.: 20 U.S.C. §§ 6083, 7183.
Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78, 22.1-79.5.

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

PROCEDURE FOR COMMUNITY USE OF OUTDOOR SCHOOL FACILITIES DURING
SCHOOL HOURS

Citizens of the Town of West Point are welcomed and encouraged to use the outdoor recreation facilities of West Point Public Schools. The following procedure will be utilized:

5. Citizens will report to the office of West Point High School prior to using the facilities.
6. A written or verbal request is to be made to the office or administrative staff for use of a specific facility (e.g. tennis courts, track, etc.).
7. Once approved for the requested time period, a badge will be issued to the citizen(s). The badge is to be worn the entire time the citizen is on school property. The citizen will sign a log for use of the facility. If more than one person will be using the facility, all persons will sign in and be issued badges.
8. Once use of the facility is completed, the citizen(s) will return to the office, turn in the badge(s) and sign out.

Facilities will not be approved for use by citizens when in use by school staff and students.

Restrooms in the office of WPHS will be made available to citizens approved for use of facilities.

Issued: January 18, 2000

Cross Ref: KG Community Use of School Facilities

USE OF TOBACCO AND ELECTRONIC CIGARETTES ON SCHOOL PREMISES

Smoking is prohibited:

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

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

Each principal shall post signs stating "No Smoking" or containing the international “No Smoking” symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria or other dining facility in the school. Appropriate signage will be posted in school buildings, on school grounds and school buses and school vehicles to assist with enforcement of this policy.

DESIGNATED SMOKING AREAS

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

West Point Public Schools will have smoke-free facilities with no designated smoking areas.

ELECTRONIC CIGARETTES

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

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

Changes effective July 1, 2006

Adopted: August 20, 1992

Revised: July 21, 1993; September 17, 1996; June 30, 2003; April 11, 2006; April 15, 2008; July 21, 2009; June 17, 2014

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

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

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

TICKET SALES FOR SCHOOL EVENTS

Tickets for school events will be sold on a first-come first-served basis. Season tickets may be sold for certain kinds of events. Tickets will be sold by the schools/school system and all revenue from ticket sales will go to the schools/school system.

Adopted: February 17, 2004

PUBLIC GIFTS TO THE SCHOOLS

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

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

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

Adopted: August 20, 1992

Revised: September 17, 1996; April 16, 2013; November 18, 2014

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-112, 22.1-126

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

ADVERTISING IN THE SCHOOLS

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

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

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

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

Adopted: August 20, 1992

Revised: September 20, 1994; September 17, 1996; April 15, 2008; March 18, 2014

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

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

SCHOOL VISITORS

GENERALLY

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at 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: August 20, 1992

Revised: July 21, 1993; August 15, 1995; September 17, 1996; August 19, 1997; April 15, 2008; July 15, 2008; October 19, 2010; March 17, 2015

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

Cross Refs.: DJG Vendor Relations
ECA Inventory and Reporting of Loss of 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

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

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

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

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

C. SERVICE DOGS IN TRAINING

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

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

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

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

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

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

D. MINIATURE HORSES

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

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

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: September 16, 2008

Revised: April 19, 2011; July 19, 2011; November 18, 2014

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

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

Cross Refs.:	DJG	Vendor Relations
	GB	Equal Employment Opportunity/Nondiscrimination
	JB	Equal Educational Opportunities/Nondiscrimination
	JBA	Section 504 Hearing Procedures
	JFHA/GBA	Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion
	KK	School Visitors
	KGB	Public Conduct on School Property
	KN	Sex Offender Registry Notification
	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 superintendent and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting in executive session.

Parents or guardians who file a complaint regarding an employee of the West Point Public Schools will be encouraged to complete a "Third Party Complaint" form.

A conference will be held with the employee against whom the complaint is made so that all sides of the issue are heard. Following the conference, a specific memorandum shall be given to the employee indicating the nature of the complaint and any specific action taken. In instances where the employee does not agree with the facts stated in the memorandum or the action taken, he or she shall be allowed to respond in writing and have the response filed with the memorandum. If, after investigation by the designated individual, the complaint is deemed unsubstantiated, the memorandum shall be destroyed. If the complaint is substantiated, the memorandum shall be placed in the employee's personnel file.

Individuals lodging a complaint shall be sent a letter noting that the complaint has been filed and is in the process of being investigated.

The complaint must be filed within 30 days after the alleged incident and should be processed after a reasonable period of time, normally within 60 days or less.

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

Adopted: August 20, 1992

Revised: December 20, 1994; September 17, 1996; July 17, 2006; March 18, 2014

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

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

PUBLIC COMPLAINTS

All public complaints to the School Board from any constituent shall be shared with the Superintendent for review and response.

Adopted: August 21, 2001

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.

2. The complainant may appeal the decision, to the superintendent or superintendent's designee and, then, to the School Board.

Adopted: August 20, 1992

Revised: September 17, 1996; January 19, 1999; June 29, 2006; July 15, 2008; March 18, 2014

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

8 VAC 20-720-160.

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

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

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

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

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

PROCEDURES FOR REVIEW

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

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

1. Discussion with School Principal

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

2. Review and Recommendation by the Challenged Materials Committee

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

3. Decision of the Superintendent

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

4. Alternative Courses of Action

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

5. Appeal to/Review by the Board

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

6. Status During Review/Appeal

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

Issued:

RELATIONS WITH PARENT ORGANIZATIONS

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

Adopted: August 20, 1992

Revised: September 20, 1994; September 17, 1996; April 15, 2008; July 15, 2008; March 18, 2014; June 17, 2014

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

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

RELATIONS WITH BOOSTER ORGANIZATIONS

The Board recognizes and appreciates the value of booster organizations in supporting and promoting that part of the school program which is their special interest.

Board policies on student fund-raising activities and on gifts to schools shall pertain to these organizations.

Adopted: August 20, 1992

Cross Refs.: IGDF Student Fund-Raising activities
KH Public Gifts to the Schools
KMA Relations with Parent Organizations

RELATIONS WITH PRIVATE SOCIAL SERVICE ORGANIZATIONS

The Board will cooperate with all nonprofit and nonpartisan organizations, such as social service, recreation, health, safety, fire, civil defense, and law enforcement agencies, in promoting the general public interest and the educational welfare of the students.

Adopted: August 20, 1992

SEX OFFENDER REGISTRY NOTIFICATION

The West Point Public Schools 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 West Point school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as 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 West Point Public Schools school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website (<http://sex-offender.vsp.state.va.us/cool-ICE/>).

DISSEMINATION OF SEX OFFENDER REGISTRY INFORMATION

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

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

When registry information is disseminated by the Superintendent, 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 West Point Public Schools 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.

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.

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 us 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, by mail, 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.

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.

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.

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

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.

Students who are registered sex offenders may not be precluded from attending school.

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: September 15, 1998

Revised: April 27, 2004; July 17, 2006; July 17, 2007; July 15, 2008; December 15, 2009; October 19, 2010; July 19, 2011

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-914, 9.1-918, 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: October 19, 2010

Revised: July 19, 2011

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

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

Cross Ref: KK School Visitors
KN Sex Offender Registry Notification

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

INVESTIGATIONS BY LAW ENFORCEMENT OFFICERS AT SCHOOL

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

SERVICE OF PROCESS AT SCHOOL

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

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

DEVELOPMENT OF PROGRAMS

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

REPORT TO LAW ENFORCEMENT OFFICIALS

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

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

3. any threats against school personnel while on a school bus, on school property, or at school-sponsored activity; or
4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school property;
5. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity; or
6. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses.

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

Adopted: August 20, 1992

Revised: September 20, 1994; August 15, 1995; September 17, 1996; September 15, 1998; April 27, 2004; July 19, 2004; July 18, 2005; July 19, 2011; March 17, 2015

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

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

REPORTS OF MISSING CHILDREN

The West Point 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: April 19, 2007

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

PARENTAL RIGHTS AND RESPONSIBILITIES

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

The custodial parent has the responsibility to:

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

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

Adopted: September 15, 1998

Revised: January 21, 2003; July 18, 2005; April 17, 2012

Legal Refs: 20 U.S.C. §1232g.
34 C.F.R. § 99.4.

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

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

COMMERCIAL, PROMOTIONAL, AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

Generally

The West Point 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 West Point School Board may enter into commercial, promotional, and corporate sponsorship and partnership arrangements under certain conditions.

Definitions

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

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

Authority to Enter into Agreements

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

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

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

Requirements

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

The written agreement shall include:

5. A statement of the educational purpose for the relationship.
6. 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.
7. 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.
8. A statement detailing the specific benefits to the school or school division from the agreement.
9. 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.
10. 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 non-sponsored materials.
11. The duration of the agreement.
12. A statement that the school or school board retains the exclusive right to authorize the use of its name, logo, or other similar information.
13. A statement that the school or school board must approve its identification as a partner or co-sponsor in all publicity materials.
14. A statement of the monetary value to be received by the school or school division pursuant to the agreement.
15. A statement defining how the benefits arising from agreement will be distributed.
16. A statement of the basis on which students will be permitted to participate in the program or otherwise benefit from the agreement.
17. 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.
18. 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.

19. A statement that all partnerships and sponsorships will be consistent with all federal and state laws, local ordinances and school board policies and regulations and with all preexisting school board contracts. If the terms of the partnership or sponsorship agreement establishes that the employees, contractors, or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board will require the partner or sponsor to provide certification that all such persons have not been convicted of a felony or any offense involving the sexual molestation of physical or sexual abuse or rape of a child.
20. A statement that no partnership or sponsorship shall exploit any student or school board employee.
21. 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.
22. A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials.
23. A statement that any participation by any student or school board employee in any activity established pursuant to the agreement will be purely voluntary. If a student or school board employee wants to participate in any sponsored or partnered activity but objects to using the materials provided by the sponsor or partner, the sponsor or partner must supply substantially similar materials to which the student does not object for that student to use in the activity. If a student objects to using materials provided by the sponsor or partner, the school board employee in charge of the activity shall provide for a means by which the student's objections are made known to other students involved in the activity and by which those objections are discussed in an educational manner.

Prohibitions

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

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

Revised: June 29, 2006; July 15, 2008; July 21, 2009; March 18, 2014; June 17, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-79.5, 22.1-89.4; 22.1-296.1, 22.1-279.6.

Cross Refs.:	DJF	Purchasing Procedures
	DJG	Vendor Relations
	DO	Non-Locally Funded Programs
	IAA	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