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** Regulation adopted by Radford City Schools*

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

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

Adopted: March 5, 1992.

Revisions Approved: October 20, 1994.
 November 7, 1996.
 June 28, 2002.
 April 25, 2003.
 June 23, 2004.
 July 3, 2008.
 May 8, 2012.
 June 10, 2014.

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

Cross Ref.: AF Comprehensive Plan
 KBC Media Relations
 KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships
 IGBC Parental Involvement

PUBLIC INFORMATION PROGRAM

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

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

Adopted: March 5, 1992.

Revisions Approved: November 7, 1996.

April 9, 2002.

May 8, 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

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

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

Adopted: April 9, 2002.

Revised: July 12, 2016.
April 9, 2019.

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

Cross Ref.: KBA-R Requests for Public Records

Rights & Responsibilities

The Rights of Requestors and the Responsibilities of Radford City Public Schools under the Virginia Freedom of Information Act

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

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

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

FOIA Rights

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

Making a Request for Records from Radford City Public Schools

- A citizen of the Commonwealth may request records by U.S. Mail, fax, e-mail, in person or over the phone. FOIA does not require that a request be in writing, nor that it specifically state that records are being requested under FOIA.
- As a practical matter, it may be helpful to both the requestor and the person receiving the request to put the request in writing. This creates a record of the request. It also gives us a clear statement of what records are requested, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to a FOIA request if it is not put in writing.
- A request must identify the records sought with “reasonable specificity.” This is a common-sense standard. It does not refer to or limit the volume or number of records requested; instead, it requires the requestor to be specific enough so that we can identify and locate the records that are requested.
- A request must ask for existing records or documents. FOIA creates a right to inspect or copy records; it does not apply to general questions about the work of Radford City Public Schools, nor does it require Radford City Public Schools to create a record that does not exist.
- A requestor may choose to receive electronic records in any format used by Radford City Public Schools in the regular course of business. For example, if requested records are maintained in an Excel file, the requestor you may elect to receive those records electronically, via e-mail or on a computer disk or to receive a printed copy of those records.

- If we have questions about a request, please cooperate with staff's efforts to clarify the type of records sought, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss a request to ensure that we understand what records are being sought.

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

Elizabeth Williams-Price or Patty Manor, 1612 Wadsworth Street, Radford, VA 24141, Phone-540-731-3647, Fax-540-731-4419.

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

Radford City Public Schools' Responsibilities in Responding to Your Request

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

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

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

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

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

Costs

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

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

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

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

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

Types of Records

The following is a general description of the types of records held by Radford City Public Schools:

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

Commonly Used Exemptions

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

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

Policy Regarding the Use of Exemptions

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

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

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

Adopted: July 13, 2017.

REQUESTS FOR PUBLIC RECORDS

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

The Administrative Assistant and Human Resources Coordinator are Radford City Public School Board's FOIA Officers. The FOIA Officers serve 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) may be reached at the School Board Office 1612 Wadsworth St., Radford, VA 24141, (540) 731-3647, Fax (540) 731-4419.

Access to Records

1. When practicable, the following records are available on request at the central office: all official records including: written or printed books, papers, letters, documents, maps and tapes, photographs, films, sound recordings, reports or other material regardless of physical form or characteristics, prepared, owned or in the possession of a public body or any employee or officer of a public body in the transaction of public business.
2. Unless otherwise specified by the FOIA Officer, inspection of records takes place at the central office of Radford City Public School Board during its regular office hours and records are not removed from that site. Copies may be requested in lieu of or at the time of inspection, subject to the charges listed below. Nonexempt records maintained in an electronic database are produced in any tangible medium or format identified by the requester that is regularly used in the ordinary course of business by Radford City Public School Board, including posting the records on a website or delivering the records through an electronic mail address provided by the requester.
3. Requesters must provide their legal name and address and verification that the requester is a citizen of the Commonwealth, a representative of a newspaper or magazine with circulation in the Commonwealth, or a representative of a radio or television station broadcasting in or into the Commonwealth.
5. The FOIA Officer or designee is present during inspection or copying of records. A record of each inspection is made, using form KBA-F2 Record of Inspection and/or Delivery of Copies.

Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the Radford City Public Schools FOIA Officer at: 1612 Wadsworth St., Radford, VA 24141, (540) 731-3647, Fax (540) 731-4419.
3. Requesters should make their requests using Form KBA-F1 Request for Public Records. Requests received via telephone are transcribed onto Form KBA-F1 Request for Public Records by school board staff. Written requests other than on Form KBA-F1 Request for Public Records are appended to a copy of the form by staff, who fill out as much of the form as possible.
4. School board staff provide Form KBA-F1 Request for Public Records and a copy of this regulation upon request to any person interested in obtaining access to records, and shall instruct the requester to direct the request to the FOIA Officer. Telephone inquiries are redirected to the FOIA Officer. Any written requests received by building personnel are immediately forwarded to the FOIA Officer with a notation indicating the date and time the request was received.

Responding to Requests

1. Promptly, but in all cases within five working days of receiving the request, the school division provides the requested records to the requester or makes one of the following responses in writing:
 - (a) The requested records are being entirely withheld. The response will identify with reasonable particularity the volume and subject matter of the withheld records, and, with respect to each category of withheld records, cite the specific Virginia Code section(s) or other law that authorizes the withholding of the records.
 - (b) The requested records are being provided in part and are being withheld in part. The response will identify

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

Adopted: June 24, 1999.

Revisions Approved: April 9, 2002.
 April 25, 2003.
 July 10, 2003.
 July 26, 2007.
 June 8, 2010.
 November 12, 2013.
 July 14, 2015.
 July 12, 2016.
 July 10, 2018.
 April 9, 2019.

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

Cross Ref.: KBA Requests for Public Records

REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

E-mail address _____

Phone _____

I am a (check one):

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

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

STAFF USE ONLY
Date Request Received: _____
Request was made (check one)
<input type="checkbox"/> by requester on this form
<input type="checkbox"/> by telephone
<input type="checkbox"/> in writing other than on form (attach original request)
Date Response Sent: _____ (attach copy)
<input type="checkbox"/> Identification Verified
Type: _____
Number: _____
<input type="checkbox"/> Itemized Cost Estimate Attached

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

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

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

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

Specify format desired (if available):

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

Signature

Date

RETURN COMPLETED FORM TO:
RADFORD CITY PUBLIC SCHOOLS
1612 WADSWORTH ST.
RADFORD, VA 24141

RECORD OF INSPECTION and/or
DELIVERY OF COPIES

Inspection of Public Records

Date _____ Time In _____ Time Out _____

Person Inspecting Records

Name Signature

Staff Person in Attendance

Name Signature

Records Reviewed (describe)

Copies of Public Records

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

Name Signature

MEDIA RELATIONS

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

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

Adopted: March 5, 1992.

Revisions Approved: October 20, 1994.

November 7, 1996.

June 23, 2004.

July 26, 2007.

July 3, 2008.

May 8, 2012.

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

Cross Refs.: JO Student Records
KB Public Information Program

INTERNET PRIVACY

The Radford School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act. The Radford 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:

Radford School Board
Internet Privacy Policy Statement
(last updated on 06/10/2014)

The following information explains the Internet Privacy Policy, which the Radford 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. Any external websites utilized by Radford City Schools maintain their own policy concerning Internet Privacy statements and procedures. Radford City Schools is not liable for any information obtained by third party websites. We reserve the right to amend our Internet Privacy Policy Statement at any time without notice.

Virginia law

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

Links to other websites

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

Information we collect

When you access our website, the routing information, and the essential and nonessential technical information listed below, is automatically collected. No other information is collected through our website except when you deliberately decide to send it to us (for example, by clicking on a link to send us an e-mail). The information you might choose to send us is listed below as "optional information."

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

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

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

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

Cookies:

Our website places "cookies" on your computer unless your browser is set to reject cookies. The cookies enable our website to recognize you when you return to the website at a later date or time and enable us to personalize the website with preferences or information you have provided during prior sessions. The cookie information placed on your computer by this website includes the following:

Websites maintained by Radford City Public Schools may place pieces of data or cookies within a user's browser. These cookies are a mechanisms to provide user's stateful information to any RCPS website. The cookie allows a personalized experience for each authorized individual, and reduces the information needed to be reentered buy the user. RCPS websites included but not limited to Powerschool Teacher portal, Powerschool Administrator Portal, Powerschool Parent portal, Powerschool Gradebook, and WWW2 may implement cookies as a mechanism for data retrieval.

How the collected information is used

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

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

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

We may share this summary information with our business partners when needed.

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

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

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

Choice to provide information

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

Comments or review

If you have questions about this privacy statement or the practices of this website or if you choose to review or correct any information, please contact us at 540-731-3647.

Adopted: December 19, 2000.

Revisions Approved: April 9, 2002.
June 10, 2014.

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

Internet Privacy Guidelines (Final Draft), Virginia Department of Technology Planning.

COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

Adopted: March 5, 1992.

Revisions Approved: November 7, 1996.
May 8, 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 Radford City Public School Board to observe its deliberations. Any member of the community may address the School Board on matters related to the Radford City public schools at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School Board are requested to contact the superintendent, the School Board chairman or their designee for placement on the agenda.

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

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

Adopted: March 5, 1992.

Revisions Approved: February 3, 1994.

November 7, 1996.

June 23, 2004.

July 3, 2008.

November 12, 2013.

June 10, 2014.

July 12, 2016.

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

Cross Ref.: BDDE Rules of Order

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

The Radford City School Board requires speakers for public comments to register at the podium at least 5 minutes before the beginning of the meeting. Length of public comments will be limited to 3 minutes per speaker. Hard copy hand-outs are permitted as a part of the comments. Presentations requiring electronic devices such as projectors, screens, TV's, lap tops, etc. are not permitted at the public comment portion of the meeting.

Adopted: November 12, 2013.

DISTRIBUTION OF INFORMATION/MATERIALS

The Radford School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. The division superintendent, or his/her designee, must approve, in advance, any materials sought to be distributed or made available by non-school organizations, including parent-teacher organizations and booster clubs. Approval will be granted only for materials from governmental organizations regarding activities related to the educational mission of the Radford 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.

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

Adopted: March 5, 1992.

Revisions Approved: October 20, 1994.

August 24, 1995.

July 20, 2000.

July 12, 2001.

June 28, 2002.

July 10, 2003.

December 18, 2006.

July 8, 2014.

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

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

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

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

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

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

B. Participation in Surveys and Evaluations

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

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

C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § [32.1-73.8](#), other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent and exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

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

D. Additional Protections

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

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by: *Radford City Public Schools notice of directory information in the Student Code of Conduct.*

II. Physical Examinations and Screenings

If the Radford City Public School Division administers any physical examinations or screenings other than

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

III. Commercial Use of Information

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

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

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

IV. Notification

Notification of Policies

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

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

Notification of Specific Events

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

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

V. Definitions

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

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

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

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

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

Survey: the term "survey" includes an evaluation.
Adopted: June 28, 2002.

Revisions approved: May 29, 2003.
May 25, 2006.
July 6, 2006.
August 9, 2011.
December 9, 2014.
July 14, 2015.

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

Cross Refs.: JHDA Human Research
KBA Requests for Information

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KF

Distribution of Information/Materials
RADFORD CITY PUBLIC SCHOOLS

COMMUNITY USE OF SCHOOL FACILITIES

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

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

Revisions Approved: November 7, 1996.

July 12, 2001.

July 10, 2003.

June 29, 2006.

June 26, 2012.

April 11, 2017.

Legal Refs.: 20 U.S.C. § 7905

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

Acts 2016, c. 647.

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

COMMUNITY USE OF SCHOOL FACILITIES

Regulations for the Use of School Facilities for Other Than School Purposes

The Radford City School Board permits the use of school buildings and grounds out of school hours during the school term, or in vacation, for any legal assembly by non-school groups according to the following conditions and guidelines:

A. The requirements of the regular school program shall receive first consideration in the use of school facilities. School-related organizations, such as parent-teacher groups, shall have priority over non-school-related organizations. Activities of the Radford Recreation Department shall have priority over other non-school groups.

B. Parent-teacher organizations and the Radford Recreation Department shall be exempt from all fee requirements.

C. Organizations other than those indicated in A above shall be restricted to no more than *ten (10)* consecutive use dates during any permission period. Additional use requests may not be initiated until prior approval has expired.

D. A request by organizations indicated in A above shall take precedence over dates which may have been previously approved.

E. Fees shall be due and paid within a minimum of 5 working days prior to the activity. *If applicable fees are not paid as stated, the individual/organization will forfeit their reservation.*

F. Application for use of school facilities shall be presented in writing on the approved form to the principal of the school as far in advance as possible. The principal shall approve or deny the request and submit it to the superintendent for action. The superintendent will present the "Facility use Agreement" to the board at each regular meeting.

G. When non-school groups are granted permission to use school facilities, the principal or his designee shall be administratively responsible according to the following guidelines:

1. One person who is a citizen of Radford representing the non-school-related group or organization shall assume personal responsibility to work with the principal and see that the group or organization represented follows the policies, rules, and regulations of the School Board relating to the use of school facilities;

2. The regular custodian, or another person specifically approved and designated by the principal checks to be sure all windows are locked, lights are off, the building is secured in an acceptable manner, and that facilities are carefully inspected prior to leaving of the responsible parties. *The individual/organization is responsible for paying applicable wages of the school employee.*

3. Each group or organization using school facilities shall be responsible for any damage done to facilities. The superintendent or his agent will determine damages;

4. The group or organization using school facilities shall accept the responsibility for good order, and if determined by the superintendent provide and pay proper police and fire protection;

5. Any group organization granted use of school facilities may not use the lunchroom kitchen unless an employee of the lunchroom is in charge of equipment. *The individual/organization will be responsible for paying applicable wages of the school employee;*

6. Cotton batting, straw, flammable tissue paper, dry leaves, trees, or other highly flammable materials shall not be used for decorative purposes. Only fresh trees and other non-flammable materials may be used for special decorations in schools.

Revised: November 9, 2010.
May 8, 2012.
June 26, 2012.

RADFORD CITY SCHOOL BOARD
 1612 Wadsworth Street
 Radford, VA 24141

Use of School Facilities Request

July 1, 2018 - June 30, 2019

Please complete all requested information. Incomplete Forms will not be processed.
Turn in this application at the requested school.

=====
 Organization/Club making the request _____ 501 c 3 Non-profit Number _____ Not a 501 c 3 _____

Check the Facility you are requesting to use:

- RHS** King Center Gym Dining Room Kitchen Stadium Library Classroom(s) How many?__
 Auditorium Yes, sound equipment needed No, sound equipment not needed Tennis Courts Practice Field
- Dalton** Classroom(s) How many?__
- Belle Heth** Practice Field Gym Dining room Kitchen Stage Library Classroom(s) How many?__
- McHarg** Practice Field Gym/Dining room Kitchen Stage Library Classroom(s) How many?__

List the type of Activity or Event to be held in the school facility: meeting, fund raising, sports camp, etc. _____

Is there a fee associated with participating in the activity or event? _____ If yes, list the participation fee per student/ person? _____
 For example, if this is a sports camp, list the fee for participation.

Date/Dates requested between July 1, 2018 to June 30, 2019 _____ Beginning Time _____ Ending Time _____

A. The School Board/School Agrees:

1. To assure that the requested facilities are in order for use.
2. To see that the building is unlocked and locked at requested times.
3. To provide a food service worker to supervise kitchen area when the kitchen is used.
4. To provide a stage/sound technician to supervise when equipment is requested to be used.

B. The Organization or Individual Agrees:

1. To supply adequate supervision of activity and pay for any damages to equipment or the facility.
2. To assume all responsibility for any injuries resulting from the event or activity.
3. To leave building and grounds in good condition after the activity.
4. To assure that the Radford City School Board Policy prohibiting the use of all alcohol, tobacco, or illegal substances on school property is supported.
5. To pay for the following facility, utility and personnel charges at least **5** working days prior to the activity or event.
6. To indemnify and hold harmless the School Board from any and all liability, loss or damage it may suffer as a result of claims, demands, costs or judgment against it arising out of any act or omission of the organization or club, or by any act or omission of the School Board, its agents or employees.
7. They understand that the School Board does **not** provide liability insurance to cover your use of the building or grounds. You are urged to obtain our own coverage from your insurer for your protection.

Make check payable to the Radford City

Facility Rent	Utilities	Personnel Costs	Total Charges	Superintendent's Initials

School Board and deliver or mail to the requested school a minimum of 5 working days prior to the activity. For questions, dial 540-731-3647, email ewilliams@rcps.org or call the school.

 Signature of Applicant Date _____
 Signature of Principal Date
 (Verifies the availability of the facility)

 Printed Name of Applicant

 Phone _____
 Address _____

 Signature of Board Chair

SALES AND SOLICITATIONS IN SCHOOLS

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

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

Adopted: March 5, 1992.

Revisions Approved: November 7, 1996.

July 8, 1997.

March 25, 2008.

September 9, 2008.

April 9, 2019.

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

Cross Refs.:

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

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

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

In accordance with Policy KGC 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: March 5, 1992.

Revisions Approved: October 20, 1994.

August 24, 1995.

November 21, 1996.

July 12, 2001.

March 25, 2008.

July 3, 2008.

June 10, 2014.

July 8, 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

TOBACCO USE ON SCHOOL PREMISES

Smoking is prohibited

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

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

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

Designated Smoking Areas

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

Electronic Cigarettes

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

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.
Adopted: March 5, 1992.

- Revisions Approved:
- June 24, 1993.
 - July 7, 1994.
 - February 2, 1995.
 - November 21, 1996.
 - March 29, 2001.
 - June 28, 2002.
 - April 25, 2003.
 - March 25, 2008.
 - June 9, 2009.
 - July 8, 2014.

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

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

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

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KGB

Public Conduct on School Property
RADFORD CITY PUBLIC SCHOOLS

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: March 5, 1992.

Revisions Approved: November 7, 1996.

June 28, 2002.

May 14, 2013.

December 9, 2014.

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

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

ADVERTISING IN SCHOOLS

The Radford City School Board recognizes the importance of fostering relationships with community groups and individuals to enhance educational and extracurricular opportunities for students and to raise alternative revenues to supplement the School Division's educational and extracurricular programs.

Commercial advertising in school facilities or on school property shall be permitted on a limited basis only, for the sole purpose of promoting RCPS schools, students, programs, teams and other extracurricular activities and raising supplemental revenues for approved Division purposes.

Such advertising shall be restricted to the promotion or sale of commercial goods and services to the school community and/or to the advertiser's support of RCPS schools, students and programs. It is not the intent of the Radford City School Board to create a public forum by permitting such commercial advertising in limited school venues, and all such advertising is subject to the guidelines and approval of the School Board, the Superintendent, and or designees, as provided for in Regulation KJ-R.

The Division Superintendent is authorized to develop and implement regulations regarding commercial advertising and Division staff is authorized to enter into commercial advertising agreements within the parameters set forth in such implementing regulations.

Adopted: March 5, 1992.

Revisions Approved: October 20, 1994.

November 7, 1996.

June 28, 2002.

March 25, 2008.

June 10, 2014.

March 4, 2019.

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

ADVERTISING IN SCHOOLS

Commercial Advertising

To ensure commercial advertising practices throughout Radford City Public Schools are uniform, equitable, and limited to approved school purposes, the following requirements are established:

I. Definition of Commercial Advertising

This regulation applies to all commercial advertising in any way connected with RCPS, or with any RCPS schools, facilities, programs, teams, extracurricular or school-sponsored activities, whereby RCPS venues are leased for such advertising purposes in exchange for the provision of funds, goods, or services to RCPS. The distribution of all other written or electronic communications in school venues is subject to the policy and procedures set forth in RCPS Policy KJ.

II. Prior Approval

All advertising in any way connected with RCPS or any RCPS schools, facilities, programs, teams, extracurricular or school-sponsored activities requires prior approval by RCPS to determine compliance with the requirements set forth in this regulation and to determine venue availability.

Prior approval of the Superintendent shall be required for all advertising in schools, as provided for in this Regulation.

III. Commercial Advertising Leasing Agreement

All commercial advertisers must lease a designated venue for the display of a pre- approved advertisement.

All commercial advertising leases shall be on a form provided by the Superintendent and must be approved as set forth in Section II of this regulation.

IV. Revenues Used Only for Approved School Purposes

All revenues produced by commercial advertising connected with RCPS or any RCPS school, program, team, or extracurricular activity shall be used only for approved school purposes and only as supplemental funds, rather than as a means for supplanting funds appropriated for the standard educational program. Such revenues shall be the property of RCPS. No advertising shall be approved where revenues generated are not used for legitimate school purposes.

V. Exclusive Advertising and/or Marketing Rights

Exclusive (any agreement whereby an individual, business or other entity is granted the exclusive right to lease a school venue to advertise a product or service) may not be granted to any entity pursuant to this Regulation. Marketing rights (any agreement by which an advertiser is granted the right to market his or her product in RCPS, on school property, to RCPS students or staff, or during RCPS sponsored

activities) may also not be granted pursuant to this Regulation. Exclusive advertising agreements and agreements granting marketing rights are reserved for the consideration and approval of the School Board.

VI. Permissible Subjects of Advertising Messages

By permitting limited commercial advertising in, on, or through the lease of selected RCPS venues, it is not the intent of the RCPS to create or open any RCPS school, school property or facility, school-sponsored publication, school-related activity or program, the RCPS Internet or any RCPS Web site, or any other school venue, as a public forum for expressive activity. Nor is it the intent of RCPS to create a venue or forum for the expression of political, religious, or controversial subjects which are inconsistent with the educational mission of the School Division, or which could be perceived as bearing the imprimatur of RCPS.

It is the intent of RCPS to permit commercial advertising for the sole purpose of generating supplemental revenues through the promotion of the advertiser's commercial goods and services to the school community and/or through the advertiser's publicized support of RCPS students, schools, and programs. Thus, all commercial advertising, regardless of speaker or venue, is restricted to such subject matter.

All commercial advertising, regardless of venue, shall include only the name, phone number and address (including website addresses) of the advertiser (or other identifying information, such as the advertiser's logo), and a message which is limited to the promotion of the advertiser's commercial goods or services and/or the advertiser's support of RCPS students, schools, and programs.

Any advertising message which exceeds the permissible subject matter designated above, or is plainly offensive, lewd, vulgar, obscene, disruptive, or otherwise inconsistent with the curricula or educational mission of RCPS, is prohibited. All messages shall be approved under the guidelines set forth in this regulation before publication. RCPS retains the right to cancel and remove any advertising which violates this regulation, or any other applicable RCPS policy, regulation, or curricula. The advertiser may appeal the cancellation and removal of advertising to the Superintendent.

VII. Permissible Advertisers

Advertisers are limited to the following groups, and must confine their sole message to the promotion/ sale of commercial goods and services to the school community, and/or to publicize their support of RCPS schools, students and programs:

- A. Approved RCPS partners, sponsors, and donors.
- B. Partners, sponsors and donors of the Radford City Education Foundation.
- C. Businesses whose goods or services are:
 - (i) not illegal if possessed by or sold to a minor (i.e., alcohol, tobacco, etc.),
 - (ii) not prohibited by the RCPS Code of Behavior or inconsistent with the curriculum or

- (iii) educational mission of the Division, or
are not otherwise inappropriate for a school community audience.

However, businesses which sell alcoholic beverages, tobacco, or other products or services which are unacceptable for student use, incidental to the sale or delivery of other non-objectionable products or services, may advertise if the advertising does not feature the objectionable product or service (i.e. restaurants which sell alcohol incidental to the sale of food products).

- D. Community and civic organizations.
- E. Faith-based organizations and churches, provided, however, that such advertising is confined to the promotion of RCPS schools, students, and programs, and does not contain messages of a religious nature.
- F. Individuals, parents, guardians, family members, and friends of RCPS students whose sole message is the promotion of RCPS students, teams, activities or schools.
- G. Individuals who are duly elected or appointed public officials, or candidates for political office, provided however, that such advertising is confined to the promotion of RCPS schools, students, and programs and contains no political message. Such advertising may not include any reference to an individual's political campaign or fundraising activities. Consistent with Va. Code § 22.1- 79.3, such advertising may not contain a reference to an individual's candidacy, political campaign, the election or defeat of any candidate for public office, the passage or defeat of any referendum question, or a matter pending before the School Board, the Radford City Council, the General Assembly of Virginia, or the Congress of the United States.

VIII. Permissible Advertising Venues

- A. Athletic and Other Extracurricular Venues
Commercial advertising which otherwise complies with the requirements of this regulation shall be permitted in publications traditionally associated with athletic and other extracurricular activities (i.e., athletic programs, bulletins, schedules, playbills, etc.), and in school buildings, on school properties, or at off-site locations while being used for school-sponsored athletic and extracurricular activities (i.e., banners, signage, scoreboards, etc.), subject to prior approval.
- B. School-Sponsored Publications
Commercial advertising which otherwise complies with the requirements of this regulation shall be permitted in school-sponsored publications (such as yearbooks, student newspapers and magazines, programs, bulletins, etc.), subject to prior approval.
- C. School Buildings and School Property
Advertising on or in school buildings or other school facilities, or on other school property which is not associated with athletic or extracurricular activities, and which advertising

otherwise complies with this regulation, is permitted, but subject to prior approval.

D. RCPS Internet and Web Sites

Commercial advertising utilizing the RCPS network and/or any RCPS Web site, including any school, departmental, or program Web site or page, shall not be permitted.

E. Prohibited Venues

Commercial advertising is strictly prohibited on school buses at any time and on public announcement systems during instructional time.

F. Distribution of Commercial Messages

Distribution of commercial messages to students and staff is also subject to RCPS Policy KJ.

G. Advertising During Instructional Time

Advertising which is disruptive or is likely to result in disruption to the education of students or the operation of the School Division, or which in any way conflicts with the Division's curricula or educational mission, is also prohibited and may be immediately discontinued at the direction of the Division Superintendent or designee.

Adopted: March 4, 2019.

COMMERCIAL ADVERTISING LEASE AGREEMENT

This Lease Agreement between (Name of RCPS School) (hereinafter referred to as "RCPS") and (Name of Lessee/Advertiser) _____ (hereinafter referred to as Lessee/Advertiser") becomes effective on the date the Lease Agreement is signed by both parties.

For and in consideration of the monetary amounts set forth herein, the Radford City Public Schools will lease to Lessee/Advertiser the venue(s) described herein which shall be used solely for the display of an advertising message which complies with the requirements of RCPS Regulation KJ-R and other applicable School Board policies or regulations, as determined by RCPS.

- I. Leased Venue: (list exact location and placement of advertising message(s)) _____

- II. Term/Duration of Lease: This Lease Agreement shall terminate at the end (June 30th) of the _____ school year.
- III. Consideration: Lessee/Advertiser shall pay the amount of \$_____ at or by the time of signing to lease the stipulated venue which may be used solely for display of the advertisement(s) which is/are the subject of this Lease Agreement. Failure of Lessee/Advertiser to timely pay such consideration shall result in the cancellation of this Lease Agreement and immediate removal of the advertisement(s).
- IV. Content/Design of Advertising Message: A copy of the message and description/ design layout of any sign, banner, insert, circular, or other display of said message to be located in the leased venue shall be attached and incorporated into this Lease Agreement. Such description, which shall include the colors, logo, lettering, full message and dimensions, must be provided, approved, and initialed by RCPS prior to entering into this Lease Agreement. The subject of such advertising must comply with the Requirements of RCPS Regulation KJ-R, Advertising in Schools.
- V. School Board Policies and Regulations: Lessee agrees to abide by all applicable School Board policies and regulations, and agrees that RCPS reserves the right to determine whether Lessee/Advertiser is, and/or remains in, compliance with the same.
- VI. Right to Suspend or Cancel Lease and Remove Advertisement: RCPS shall have the right, at any time and without prior notice, to suspend or cancel this Lease Agreement and immediately remove any advertisement from RCPS venues, should, in the sole judgment of RCPS:
 - (a) Lessor/Advertiser violate applicable School Board policies and regulations;
 - (b) The content or design of the advertisement vary from the content or design previously approved by RCPS; or
 - (c) Sufficient cause exists, as determined by RCPS, that the advertisement may cause disruption to the operation of RCPS or any of its programs or may generate controversy which is inappropriate to a school audience or is otherwise inconsistent with the curricula and

educational mission of RCPS.

- (d) Sufficient cause exists, as determined by RCPS, to suspend or cancel this Agreement when the individual, corporation, foundation, association or entity entering into this Lease Agreement, or any principal, agent or employee thereof, is charged with a felony or a crime of moral turpitude, or has participated in any other disreputable behavior which would have a negative reflection or would bring discredit upon RCPS, its students or staff.

Any decision by the Superintendent to suspend or cancel this Lease Agreement and/or to remove advertising may be appealed to the School Board.

- VII. Use of RCPS Name, Logo, and/or Mascot: Lessor/Advertiser shall have the right to use the name, mascot and logo of RCPS, or a RCPS school, team, program, club or other extracurricular activity only in the content of the advertisement which is the subject of this Lease Agreement, during the term of the Lease Agreement only, and as approved by RCPS. However, Lessor/Advertiser shall not manufacture, promote, or sell any merchandise, goods or services which bear the name of RCPS, or any RCPS school, team, program, club, or other extracurricular activity, or which bear the logo, mascot, or other identifying information unique to RCPS or to any RCPS school, team, program, club or other extracurricular activity. Nor shall Lessor/Advertiser promote the sale of any merchandise, goods, or services in any manner which suggests that Lessor/Advertiser or Lessor/Advertiser's merchandise, goods, or services are approved or endorsed by RCPS or any RCPS school, team, program, club or other extracurricular activity.
- VIII. Cancellation of Events: If any regularly scheduled event organized by RCPS does not take place for any reason, this Lease Agreement shall remain in full force and effect.
- IX. Condition of Leased Venue. Lessor/Advertiser agrees to leave the leased venue in the same condition as when the venue was first leased, normal wear and tear excepted.
- X. Miscellany:
 - (a) No Joint Venture: This Agreement shall not be deemed to create a joint venture, partnership, principal-agent, employer-employee, or similar relationship between RCPS and Advertiser.
 - (b) Invalidity: The determination that any provision of this Lease Agreement is invalid or unenforceable shall not invalidate this Lease Agreement, which shall then be construed and performed in all respects as if such invalid or unenforceable provision(s) were omitted.
 - (c) Governing Law: This Lease Agreement is subject to and shall be construed in accordance with the laws of the Commonwealth of Virginia. Both parties agree that jurisdiction shall lie only in the state and federal courts located in Virginia.
 - (d) Non-Assignment: This Lease Agreement may not be assigned to any other party, including any successor-in-interest to Lessor/Advertiser.
 - (e) Complete Agreement: This Lease Agreement represents the entire agreement between the

parties and supersedes all other agreements, express or implied, whether written or oral.

Advertiser/Lessee:

[Name of Business or Entity]

By: _____

Name: _____

Title: _____

Lessor:

RADFORD CITY SCHOOL BOARD

By: _____

Name: _____

Superintendent

SCHOOL VISITORS

Generally

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

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

Parents

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

Board Members

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

Adopted: March 5, 1992.

Revisions Approved: June 24, 1993.

August 24, 1995.

November 7, 1996.

July 8, 1997.

March 25, 2008.

July 3, 2008.

October 12, 2010.

July 14, 2015.

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

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

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 the person’s service animal must make a prior written request. If a person wants to be accompanied by a service animal at a school, the request should be made to the school principal. If a person wants to be accompanied by a service animal at any other location, the request should be made to the superintendent. A request must indicate the scope of permission sought, including the time period and the location(s) at which the service animal will be present. Requests may be granted for a period of time up to one school year. 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 or superintendent, as appropriate based on the location for which the animal’s presence is requested, each school year documentation from a licensed veterinarian showing 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.

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RADFORD CITY PUBLIC SCHOOLS

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

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

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

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

D. Miniature Horses

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

The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

1. Whether the handler has sufficient control of the miniature horse;
2. Whether the miniature horse is housebroken; and
3. 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 9, 2008.

Revisions Approved: August 9, 2011.

December 9, 2014.

September 11,

2018.

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

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

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

PUBLIC COMPLAINTS

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

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

Adopted: March 5, 1992.

Revisions Approved: November 7, 1996.

July 6, 2006.

June 10, 2014.

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

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

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

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

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

The responsibilities of the committee are to:

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

Adopted: March 5, 1992.

Revisions Approved: February 25, 1999.

June 28, 2002.

May 25, 2006.

July 3, 2008.

June 10, 2014.

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

8 VAC 20-720-160.

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

RADFORD CITY PUBLIC SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES

Request By: _____

Representing: _____Myself
 _____Organization or Group (please identify)_____

Address: _____ E-mail address _____

Telephone: _____

How do you prefer to be contacted? _____

Title or Description of Item: _____

Author or Editor: _____

Type of Material (book/ film/ record/ speaker/ software/ other (specify)) _____

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

5. Does the general purpose for the use of the material, as described by the school staff or in the Radford City Public school division's program objectives, seem a suitable one for you?

Yes No

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

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

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

Other-Explain _____

7. Are there other materials of the same subject and format that you would suggest for consideration in place of this material?

Yes No

If yes, please identify your suggestions.

Signature

Date

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

RELATIONS WITH PARENT ORGANIZATIONS

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

Adopted: March 5, 1992.

Revisions Approved: October 20, 1994.

November 7, 1996.

March 25, 2008.

July 3, 2008.

June 10, 2014.

July 8, 2014.

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

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

SEX OFFENDER REGISTRY NOTIFICATION

The Radford City Public 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 Radford City Public school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

Annual Notification

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

Dissemination of Sex Offender Registry Information

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

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

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

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

Use of Sex Offender Registry Information

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

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

2. School Volunteers and Student Teachers. Each staff member shall submit to the Principal the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The Principal shall screen each student teacher and volunteer's name and address against the registry information. If a match is found, the Principal shall notify the Superintendent,

who shall confirm the match. If the match is confirmed, the Superintendent shall inform the individual, in writing, that he or she may not serve as a volunteer or student teacher. The notice shall provide the reason with reference to this policy. The Superintendent shall provide a copy of the notice to the Principal and staff member.

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

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

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

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

6. Parents of Students and other Visitors.

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

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

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

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

Requests for Registry Information

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

Adopted: June 30, 1998

Revisions Approved: February 25, 1999.

May 27, 2004.

July 6, 2006.

July 26, 2007.

July 3, 2008.

November 11, 2008.

December 8, 2009.

October 12, 2010.

August 9, 2011.

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

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

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

Request to Attend Events from Registered Sex Offenders

No approval to attend all events will be given to any registered sex offender. Any registered sex offender seeking permission to attend a specific event must submit a written request to the school principal at least 10 days in advance of the specific event. The school principal will communicate in writing to the registered sex offender stating approval or denial of the request to attend a specific event.

Adopted: October 12, 2010.

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/she is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his vote;
- he/she is a student enrolled at the school; or
- he/she 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 12, 2010.

Revisions Approved: August 9, 2011.

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

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

Cross Ref: KK School Visitors
KN Sex Offender Registry Notification

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Investigations by Law Enforcement Officers at School

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

Service of Process at School

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

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

Development of Programs

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

Report to Law Enforcement Officials

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

1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code §§ 18.2-47 or 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft of or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property or at school-sponsored activity; or
4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school property;
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: March 5, 1992.

Revisions Approved: October 20, 1994.
 August 24, 1995.
 November 7, 1996.
 June 30, 1998.
 July 12, 2001.
 June 28, 2002.
 May 27, 2004.
 June 23, 2004.
 July 11, 2005.
 August 9, 2011.
 July 14, 2015.
 July 10, 2018.

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

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

REPORTS OF MISSING CHILDREN

The Radford City 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 2, 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: June 30, 1998.

Revisions Approved: July 12, 2001.
July 11, 2005.
May 8, 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 Radford 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 Radford School Board may enter into commercial, promotional and corporate sponsorship and partnership arrangements under certain conditions.

Definitions

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

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

Authority to Enter into Agreements

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

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

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

Requirements

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

The written agreement shall include:

- A statement of the educational purpose for the relationship.
- A statement that the School Board has the right to terminate the agreement without penalty if it determines that the agreement is having an adverse impact on the educational experience of students.
- A statement that if an agreement is terminated because of an adverse impact on the educational experience of students, no other agreement for an educational partnership or sponsorship will be entered into between the School Board and the partner or sponsor whose agreement has been terminated for a specified period of time.

- A statement detailing the specific benefits to the school or school division from the agreement.
- A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of whether the agreement permits the sponsor or partner to advertise in connection with the agreement and, if so, the extent of such advertising.
- A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If no exclusive rights are created, the agreement shall include a statement that the existence of the sponsorship or partnership will not limit the discretion of the School Board or its personnel in the use of sponsored or nonsponsored materials.
- The duration of the agreement.
- A statement that the school or School Board retains the exclusive right to authorize the use of its name, logo, or other similar information.
- A statement that the school or School Board must approve its identification as a partner or co-sponsor in all publicity materials.
- A statement of the monetary value to be received by the school or school division pursuant to the agreement.
- A statement defining how the benefits arising from agreement will be distributed.
- A statement of the basis on which students will be permitted to participate in the program or otherwise benefit from the agreement.
- A statement that the sponsor or partner assumes the responsibility for obtaining the consent of any student or School Board employee whose likeness may appear in any materials disseminated by the partner or sponsor.
- A statement disclosing any relationship between the sponsor or partner, or any of its employees or major stockholders, and any student, School Board employee, School Board member, or the superintendent.
- A statement that all partnerships and sponsorships will be consistent with all federal and state laws, local ordinances and School Board policies and regulations and with all preexisting School Board contracts. If the terms of the partnership or sponsorship agreement establish that the employees, contractors or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours or during school-sponsored activities, the School Board will require the partner or sponsor to provide certification that all such persons have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.
- A statement that no partnership or sponsorship shall exploit any student or School Board employee.
- A statement that no sponsor or partner shall be permitted to collect personal information, including names, addresses or telephone numbers of students or School Board employees because of the partnership or sponsorship.
- A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials.
- A statement that any participation by any student or School Board employee in any activity established pursuant to the agreement will be purely voluntary. If a student or School Board employee wants to participate in any sponsored or partnered activity but objects to using the materials provided by the sponsor or partner, the sponsor or partner must supply substantially similar materials to which the student does not object for that student to use in the activity. If a student objects to using materials provided by the sponsor or partner, the School Board employee in charge of the activity shall provide for a means by which the student's objections are made known to other students involved in the activity and by which those objections are discussed in an educational manner.

Prohibitions

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

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

Adopted: June 28, 2002.

Revisions Approved: May 25, 2006.
 July 3, 2008.
 June 9, 2009.
 June 10, 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
 IIAA Textbook Selection, Adoption, and Purchase
 IIAB Supplementary Materials Selection and Adoption
 IICB/IICC Community Resource Persons/School Volunteers
 JFCB Sportsmanship, Ethics and Integrity
 JHCF Student Wellness
 JL Fund Raising and Solicitation
 KA Goals for School-Community Relations
 KH Public Gifts to the School
 KLB Public Complaints about Learning Resources