

**Section IV – COMMUNITY RELATIONS**  
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**SECTION IV – COMMUNITY RELATIONS**

**ARTICLE I**

**POLICY 4-1.1 SCHOOL BOARD GOALS FOR SCHOOL COMMUNITY RELATIONS**

The Richmond Public Schools division superintendent shall keep the community informed of the objectives, achievements and needs of the Richmond Public Schools and shall establish channels of communication through which citizens may make their desires and criticisms known to the School Board of the City of Richmond. Persons visiting the Richmond public schools or requesting information regarding a Richmond City school shall be treated in a courteous manner and may expect a prompt and informative reply to legitimate questions.

The School Board may set goals and standards for school-community relations and may regularly evaluate its relationship with the public and its programs for maintaining open channels of communication and good relations with parents, community organizations, the business and industrial sector, the community at large, and media organizations.

Through this school-community relations program, the School Board will encourage the community to, among other things:

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

School-community relations are essential to securing public input and public support for educational programs. To satisfy this objective, the division superintendent, through Richmond Public Schools' strategic plan and with the assistance of appropriate representatives from the school division's various constituencies, shall regularly review and revise the division's public relations goals and practices.

The division superintendent or his/her designee, after receiving input from members of the community, including parents, students, civic and business leaders, may develop and from time-to-time revise the Richmond Public Schools public relations program.

**LEGAL REFERENCE:** Code of Virginia, 1950 as amended, §§ 22.1-79(2), (8), 22.1-89.4, 22.1-253.12:1(B), 22.1-253.13:6.(B)(C) and 22.1-253.13:7.(C)(4).

Adopted February 22, 2011

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## SECTION IV – COMMUNITY RELATIONS

### ARTICLE II

#### **POLICY 4-2.1      ACCESS TO SCHOOL BOARD RECORDS**

The School Board of the City of Richmond is committed to compliance with the Virginia Freedom of Information Act (FOIA) and will process requests for information in accordance with the following procedures.

#### **Generally**

Except as otherwise specifically provided by law, public records shall be open to inspection and copying by any citizen 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 administrative offices of Richmond Public Schools. All requests for inspection and/or copying shall be made to the Clerk of the School Board.

When practicable, the following records shall be available on demand at the School Board's administrative offices:

1. approved School Board minutes for the current year and the immediately preceding year;
2. School Board meeting agendas;
3. School Board meeting agenda material;
4. a list of schools, their addresses, phone numbers and principals' names;
5. a copy of the current School Board budget; and
6. the current adopted salary scales.

In an effort to increase public awareness and participation in the transaction of School Board business, the School Board shall make routine Board documents, including the items listed above, available for public viewing on the School Board page of the school division website.

Unless otherwise specified in this procedure or by the division superintendent or his/her designee, inspection of records shall take place in a designated area at the administrative offices of Richmond Public Schools, and the records shall not be removed from that location. Nonexempt records maintained in an electronic database shall be produced in any tangible medium or format identified by the requester that is regularly used in the ordinary course of business by Richmond Public Schools, including posting the records on a website or delivering the records through an electronic mail address provided by the requester. Copies may be requested in lieu of or at the time of inspection, subject to the charges outlined below.

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.

The Clerk or a designee may be present during inspection or copying of records. A record of inspection shall be made and maintained by the Clerk of the School Board.

## **Procedure for Requesting School Board Records**

Requests for public records shall identify the requested records with reasonable specificity. All requests for public records shall be directed to the Clerk of the School Board via U. S. mail or hand delivery at 301 N. Ninth Street, 17<sup>th</sup> floor, Richmond, Virginia 23219, via telephone at (804) 780-7716, via facsimile at (804) 780-8133, or via electronic mail at [foia@richmond.k12.va.us](mailto:foia@richmond.k12.va.us).

Persons requesting public records shall be provided with a copy of this procedure and may be asked, but not required, to complete a "Request for Public Records" form and to append any written request (whether mailed, hand delivered, faxed, or e-mailed) to the form. The requestor may be asked (but is not required) to put his or her request in writing. If the requester refuses to complete a "request for Public Records" form or if the request is made by telephone, facsimile or electronic mail, the requested information shall be transcribed onto the form by the Clerk or his/her designee. Any original request received in writing (whether mailed, hand delivered, faxed or e-mailed shall be appended to the form.

All requests for public records are subject of FOIA statutory timelines. Promptly, but in all cases within five (5) working days of receiving the request, one of the following written responses shall be provided to the requester:

1. The records shall be made available to the requester for inspection. Copies may be provided in lieu of or in addition to inspection.
2. The requested records are being withheld entirely because their release is prohibited by law or because the Freedom of Information Act gives their custodian the discretion to withhold them. A written explanation identifying the reasonable particularity the volume and subject matter of the withheld records and with respect to each category withheld, referencing the Code section that authorizes the withholding of such records shall be included.
3. The requested records are being provided in part and are being withheld in part because the release of part of the records is prohibited by law or, because the custodian has exercised his or her discretion to withhold a portion of the records. A written explanation identifying with reasonable particularity the subject matter of the withheld portions and referencing, with respect to each category withheld records, the Code section that authorizes the withholding of such records shall be included.
4. The requested records could not be found or do not exist. However, if Richmond Public Schools knows that another public body has the requested records, the response shall include contact information for the other public body.
5. If it is practically impossible to provide the records or to determine whether they are available within the five work day period, the requester shall be notified of this fact and of the specific conditions which make a response within the five work day period impossible. Such notice shall be provided within five working days of receiving the request, and one of the preceding responses shall be provided within an additional seven work day period.

The five work day period shall begin on the first working day following the day the request is received by the Clerk and shall end at the close of business on the fifth working day following receipt of the request. Any time that elapses between the time the requester is notified of an advance cost determination pursuant to this procedure (as outlined below) and the time the requester responds in writing to that notice shall not be counted in calculating the five work days.

In the event of a FOIA legal action brought against an employee of the Richmond Public Schools, the School Board may provide for the employee's legal defense. Should the employee be found liable by a court for improperly providing or withholding information under FOIA, the employee may be required to reimburse the legal costs associated with defending the suit against the employee.

### **Processing Requests**

The Clerk of the School Board shall, after receiving a request, promptly make an initial determination as to whether the requested records exist, if the record should be fully disclosed, partially disclosed, or is exempt from disclosure, or if additional time will be required to respond. If the Clerk is uncertain whether the requested records exist or where they may be located, efforts shall be promptly initiated to locate the records or determine whether they exist. If the Clerk is unsure whether the requested records should be disclosed or are exempt, legal advice shall be sought promptly.

If the requested records exist and should be fully or partially disclosed, the Clerk shall consult with the appropriate staff to determine the cost involved to assemble the records for inspection and copying.

The following reasonable cost shall be charged at the rate indicated, not to exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records:

1. Employee search time is charged by the quarter hour. Depending upon the employee(s) involved in the search, rates shall be determined by the Department of Human Resources based upon the hourly rate of the employee(s) assigned to access, duplicate, supply, or search for the requested records. When contracted services are required, an average market rate will be quoted. Actual costs will be billed.
2. Actual costs associated with computer printouts and copies.
3. Copies charged at the rate of \$.01 per page.

If the requester has asked for an advance determination of the cost, or if the cost is expected to exceed \$200, the requester shall be notified of the advance cost determination. The School Board shall, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. No further processing of the request shall take place until the requester responds.

Before processing a request for records, the Clerk 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.

Any records to be disclosed shall be assembled for inspection and copying by employees under the direction and supervision of the division superintendent or a designee who will handle the disposition of such information to the requester.

**LEGAL REFERENCE:**        Code of Virginia, 1950 as amended, §§ 2-2.3700 et seq.

Adopted February 22, 2011

**POLICY 4-2.2                   SEX OFFENDER REGISTRY NOTIFICATION**

The School Board and Richmond Public Schools recognize the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, Richmond Public Schools shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the division. Such request and notification shall be made according to the procedure established by the Virginia Department of State Police (State Police). The division superintendent shall serve as the contact person with the state police for receipt of the registered sex offender information.

**Annual Notification**

At the beginning of each school year, Richmond Public Schools shall notify parents and employees of Richmond Public Schools’ policy on the dissemination and use of sex offender registry information.

**Receipt and Dissemination of Sex Offender Registry Information**

Once notified that a registered sex offender resides in the same or contiguous zip codes as a school within Richmond Public Schools, the division superintendent shall notify principals of those schools and determine which central office and other school employees should be provided the 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:

1. school bus drivers;
2. employees responsible for visitor registration;
3. employees responsible for bus duty;
4. security staff;
5. coacher;
6. playground supervisors; and
7. maintenance personnel

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

Richmond Public Schools recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, Richmond Public Schools will not disseminate registry information to parents. However, the division superintendent will work closely with local law enforcement to determine when and under what circumstances local law enforcement officials notify the community about the presence of a registered sex offender.

**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 Richmond Public Schools employees or volunteers and for the protection of Richmond Public Schools students and employees. Registry information shall not be used to intimidate or harass others. If a match to the sex offender registry is confirmed, the division superintendent shall inform the individual, by mail, that he or she may not be on school property without a Court order and approval of the School Board pursuant to Policy 4-3.7.

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any Richmond Public Schools student, or attending any Richmond Public Schools activity, the division superintendent or his/her designee shall be notified immediately. The division superintendent or his/her designee may, in his/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 is or may be using 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 division superintendent, who shall confirm the match. If the match is confirmed, the division superintendent, shall inform the individual, by mail, that he or she may not be on school property without a Court order and approval of the School Board pursuant to Policy 4-3.7. The notice shall provide the reason with reference to this policy. The division superintendent shall also inform the principal and employees that the individual may not be used as a volunteer.
3. Contractor/Contractors' Employee. The division superintendent shall include the following language in all division contracts that may involve the contractor or an employee of the contractor having any direct contact with a student. "The contractor shall certify that Contractor, Contractor's employees, and all other persons that will provide services under this Contract who will have direct contact with students on school property during regular school hours or during school sponsored activities have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of child." The Contractor shall be required to execute applicable certifications related to crimes against children contemporaneously with the contract.
4. Richmond Public Schools Employee. Each time sex offender registry information is received, the division superintendent shall review it to determine if a Richmond Public Schools employee is registered. If a match is found, the division superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the division 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 division 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 Richmond Public Schools.
6. Students. Students who are registered sex offenders may not be precluded from attending school.
7. Precautions to Protect Students. When the division 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 school activity in order to protect Richmond Public Schools students.

## **Request for Registry Information**

Any requesting registry information from Richmond Public Schools shall be referred to the Virginia State Police. Additional information regarding the sex offender registry can be found at the following Virginia State Police website address: <http://sex-offender.vsp.virginia.gov/>.

**LEGAL REFERENCE:** Code of Virginia, 1950 as amended, §§ 9.1-900, 9.1-912, 9.1-918, 22.1-79.

Adopted February 22, 2011

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## **POLICY 4-2.3            ADVERTISING/SALES/SOLICITATION**

### **Distribution of Outside Communications/Materials**

Unless otherwise directed by the division superintendent, each Richmond Public Schools principal has the discretion to approve, in advance, any outside communications or materials that are distributed in any manner or made available in Richmond Public Schools or on school property. The principal may regulate the time, place and manner of such distribution consistent with applicable law. Non-instructional materials may not be distributed during instructional time. Materials, banners and signs otherwise permitted under this policy shall be placed on school property in a manner that is neat, aesthetically appropriate and does not disturb instruction or school-sponsored activities.

If doubt exists at this level as to whether distribution should be made, permission shall be denied until disposition of the matter is made by the division superintendent or the School Board. Any decision by the division superintendent or the School Board shall be final.

With the exception of approved fund-raising activities, the distribution, in any manner, to include electronic distribution, of materials or information, which publicly endorse or support groups or organizations involved in a commercial endeavor for profit is prohibited. Further, expressions that are libelous, slanderous, or defamatory are prohibited. The principal shall regulate the distribution of material when there is a reasonable basis for the belief that such publication or expressive activity would:

1. create a clear and present danger of the commission of unlawful acts;
2. violate School Board policies, regulations, or the Student Code of Conduct;
3. materially disrupt classes, class work or the orderly operation of the school; or
4. violate the privacy rights of others.

Communications to parents from parent organizations affiliated with the school, or other communications of a significant educational value, may be distributed when approved by the relevant school principal.

### **Prohibition on Mandatory Distribution of Political Materials**

No Richmond Public Schools student shall be required to convey or deliver any materials that (i) advocate the election or defeat of any candidate for elected office, (ii) advocate the passage or defeat of any referendum question, or (iii) advocate the passage or defeat of any matter pending before the School Board, the Richmond City Council, the Virginia General Assembly, or the United States Congress. This policy does not prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects and does not prohibit the delivery of informational materials.



Candidates for public office may not distribute campaign materials on school grounds. Approved distribution of materials used at specific voting precincts on Election Day will be allowed.

### **Advertising in Schools**

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement should be directed to the individual school principals.

In order to solicit advertisements from merchants and business establishments for school publications, school organizations must secure approval from the relevant school principal. If there is need for policy clarification, the principal shall consult with the division superintendent. Commercial establishments whose source of revenue is the sale of intoxicants, tobacco products or electronic cigarettes may not advertise in school publications. Neither the facilities, nor the staff, nor the students (in their capacity as students) of any Richmond public school may be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

In general, the School Board does not approve of commercialism within the public schools. However, the School Board recognizes and approves of the use of materials developed by commercial organizations when, in the judgment of the principal (1) the educational value of the materials to be used far outweighs their commercialism; (2) the advertising is in good taste; and (3) the materials used are not available elsewhere at a reasonable cost. This prohibition shall not apply to civic and cultural entertainments or exhibits, in which case permission to advertise must be obtained from the division superintendent or his/her designee.

### **Public Solicitation in the Schools**

Unless otherwise permitted by this policy, no employee of Richmond Public Schools may sell or offer for sale, within the school or school grounds, any article or service to employees or students, except for the regularly established school cafeteria and textbook programs. This does not prevent solicitation for the United Way, dues for employee organizations, contributions for the benefit of professional organizations, or for school organizations at regularly scheduled extracurricular events after school hours. It is permissible for schools to sell certain specialized merchandise pertaining to the individual school, such as caps and sweaters bearing the school name, within the school building or at a school sponsored activity.

### **Public Sales on School Property**

No vendor, agent, or sales representative may enter the Richmond Public Schools to advertise or sell goods or services to employees or students except as provided herein. Any person/persons found soliciting goods or services to students and employees in the public schools or on School Board property during school hours without authorization may be subject to legal action.

Outside vendors are not permitted to make appointments with individual Richmond Public Schools employees without the permission of the principal and/or the Richmond Public Schools division superintendent or his/her designee. No vendor is permitted to sell, arrange demonstrations of products or services, or take orders for goods or services without prior authorization from the principal or division superintendent or his/her designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to Richmond Public Schools from having access to the schools in the course of their routine business duties.

## **Soliciting Funds from School Personnel and Students**

The School Board must approve the direct solicitation of funds from school personnel and students by outside organizations. The School Board permits the solicitation of voluntary contributions from employees for the United Way, Red Cross or any other generally recognized non-profit organizations. The division superintendent or his/her designee may develop and from time-to-time revise regulations necessary to affect the purpose of this policy.

### Emergencies and Disasters

The division superintendent or his/her designee may approve the solicitation of voluntary contributions to local fund drives when these drives are of an emergency nature or are for disasters that have a strong emotional effect on the community.

### Contribution to Charity

School participation in charity projects that involve soliciting/selling in the community (walk-a-thons, read-a-thons, jump rope, etc.) shall be limited during school time. Activities conducted during the school day shall be educational in nature and shall not infringe on required instructional time. The principal shall approve all charity projects affecting his/her school. The division superintendent shall approve all division-wide charity projects.

**LEGAL REFERENCE:** 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; 20 U.S.C. § 4071

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## **POLICY 4-2.4            STAFF DIRECTORIES**

The names and employment addresses of Richmond Public Schools employees is compiled annually for use within the school division, but no person shall be authorized to release or sell such directories for use by any commercial or profit-making organization. The division superintendent shall send the staff directory to School Board members on an annual basis and may supply such lists to colleges, universities, and such other organizations as he may judge to be of significant educational value to the staff.

**LEGAL REFERENCE:**        Code of Virginia, 1950 as amended, § 22.1-78.

Adopted February 22, 2011

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## **POLICY 4-2.5            MEDIA RELATIONS**

The School Board wishes to make the widest possible use of the communications media available in the metropolitan Richmond area in order to inform all citizens of the progress in their public schools. The School Board recognizes the importance of accurate and prompt information and therefore directs the

division superintendent to maintain a clearinghouse through which the news media may obtain information concerning the public schools.

**LEGAL REFERENCE:**        Code of Virginia, 1950 as amended, § 22.1-78.

Adopted February 22, 2011

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**POLICY 4-2.6            SCHOOL PUBLICATIONS**

School publications which are designated for distribution to the community at large are a means by which the public schools are informed about and evaluated by the public. All such publications must meet the basic minimums of good journalism. They shall be well edited, attractive, and reflect credit upon the Richmond Public Schools. Their contents and distribution should be coordinated so as to insure they contribute to the enhancement of the goals and objectives defined by the School Board.

**LEGAL REFERENCE:**        Code of Virginia, 1950 as amended, § 22.1-253.13:7(C)(4).

Adopted February 22, 2011

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## SECTION IV – COMMUNITY RELATIONS

### ARTICLE III

#### POLICY 4-3.1 COMMUNITY INVOLVEMENT IN DECISION-MAKING

The School Board recognizes that the community's resources and experience can be useful to schools. The School Board may involve citizens both as individuals and as groups to act as advisors and resources for the division. The School Board in light of Richmond Public Schools' goals, current practices, and financial feasibility will carefully consider public input. However, all final decisions on matters pending rest solely with the School Board.

##### **Community Involvement**

The School Board encourages the use by individual schools and the administration of the talents and skills of all members of the community who wish to contribute their abilities toward the enrichment of the educational program. The School Board endorses the concept of assistance by parents in the classroom, the library and in other programs designated by school administrators. The use of community volunteers is subject the parameters set forth in Policy 4-3.9.

##### **Citizen Advisory Committees**

The School Board intends to involve as many citizens as may be practical in the activities of the schools. The School Board, upon recommendation of the division superintendent, shall from time-to-time appoint such advisory committees of citizens of Richmond City as it deems necessary or as may be required by law. The School Board shall provide such committees with specific instructions regarding their authority, the areas or problems they are to consider, and to whom they are to submit reports of their deliberations. Advisory committees of citizens shall be treated in the same manner as "temporary committees" of the School Board. Unless extended, citizen committees shall expire upon rendering their reports, the completion of their assignment, or at the end of their appointment.

##### **Public Hearings**

It is the policy of the School Board to conduct public hearings when there is an issue for which many citizens have expressed concern and on those issues for which public hearings are required by law. The time, place, and date of the hearing(s) shall be announced in advance consistent with all applicable law. Public hearings shall be conducted in accordance with the School Board's bylaws and shall be presided over by the School Board Chair.

##### **Partnerships**

The School Board encourages business, industry, educational, and community agency partnerships in the individual schools and throughout the Richmond Public Schools. The partnerships shall include efforts related to policy development; systemic educational improvement; improving management practices; teacher training and development; and partnering with students and teachers in the classroom. The division superintendent may develop regulations and/or guidelines for partnerships to assist Richmond Public Schools in providing an effective education for all students. See Policy 4-3.10 for information regarding College and University Partnerships.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 2.2-3600 through 2.2-3605, 22.1-78, 22.1-79, 22.1-86, 22.1-89.4

Adopted February 22, 2011  
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## **POLICY 4-3.2                    RELATIONS WITH OUTSIDE AGENCIES & ORGANIZATIONS**

Consistent with all applicable law, the School Board and Richmond Public Schools may cooperate with all non-profit and non-partisan agencies such as the departments of social services, parks and recreation, health, safety, fire, civil defense, and law enforcement in promoting the general public interest and the educational welfare of the students.

### **Juvenile and Domestic Relations Court**

The School Board shall cooperate with the Juvenile Court by providing, upon request of authorized court personnel, information and assistance for pupils who are under the jurisdiction of or who are being held in detention by the court in accordance with the Virginia Code pertaining to juvenile offenders.

### **Social Service Agencies**

Schools may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools.

### **Parent/Teacher Organizations**

The School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with applicable law. The School Board recommends that parent-teacher organizations maintain a close liaison with the School Board, administration, and staff, and that they plan their actions in accordance with established School Board policies.

### **Disaster Agencies**

The School Board shall cooperate fully with all relevant agencies in the time of local, state or national emergencies consistent with School Board policy and individual school crisis management plans. The division superintendent shall open the schools of the division as needed in times of emergency and shall cooperate fully with directors of agencies regarding the use of the schools and their equipment.

### **Governmental Agencies**

The School Board may, upon approval of the division superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are non-partisan and which promote the education or other best interest of the pupils.

### **Relations with Non-Governmental Agencies**

The School Board, as permitted by applicable law, shall assist local professional, civic, or business organizations and associations whose efforts will result in improved educational opportunities for the students of the Richmond Public Schools.

The School Board shall cooperate to the extent permitted by applicable law with private and parochial schools whenever the welfare of the youth of the school division would be benefited.

## **Department of Parks, Recreation and Community Facilities**

It shall be the policy of the School Board to cooperate fully with the Department of Parks, Recreation and Community Facilities in promoting the fullest possible use of the recreational facilities in the community, including those in the custody of the School Board so long as such cooperation does not interfere with the existing school program. The School Board will execute Memoranda of Understanding with the Department of Parks, Recreation and Community Facilities as appropriate regarding the use of school facilities.

**LEGAL REFERENCE:**        Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-89.4, 22.130.1, 22.1-279.3, 22.1-288.2.

Adopted February 22, 2011

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### **POLICY 4-3.3                    RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

A cooperative effort will be maintained between the administration of the schools and law enforcement agencies.

#### **Investigations by Law Enforcement Officers at School**

When it becomes necessary for any law enforcement officer to interview a student for any reason on Richmond Public Schools premises, the principal shall be contacted immediately. The principal or his/her designee shall make 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 his/her designee shall be present throughout the interview. However, the School Board encourages law enforcement officers, when possible, to make all reasonable attempts to conduct such interviews during non-school hours and off school premises to avoid disrupting the school operations and to avoid removing students from class.

#### **Service of Process at School**

The School Board encourages servers of legal process on school employees or students to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they shall be served at the principal's office of the school at which the student is in attendance 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 division superintendent shall seek 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.

## Reports to Law Enforcement Officials

As required by applicable law, reports shall be made to the division superintendent, principal or their designees and, except as may otherwise be required by federal law, regulation, or jurisprudence, the division superintendent, principal or their designees shall immediately report to local law-enforcement officials all incidents involving:

1. the assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person described in Virginia 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 or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity; or
4. the illegal carrying of a firearm onto school property as defined in Virginia Code §22.1-277.07; or
5. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Virginia Code §18.2-85, or explosive or incendiary devices, as defined in Virginia Code §18.2-433.1, or chemical bombs, as described in Virginia 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 Virginia Code §18.2-83, made against school personnel or involving school property or school buses; or
7. the arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefore; or
8. any illegal possession of weapons, alcohol, drugs, or tobacco products.

The division superintendent, principal or their designees may immediately report to local law-enforcement officials incidents 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. In addition, the principal of any Richmond Public School at which hazing which causes bodily injury occurs shall report the hazing to local Commonwealth Attorney.

In addition to the report described immediately above, the principal or his/her designee shall notify the parent of any student involved in an incident required to be reported under this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information regarding other students.

In addition, except as may be prohibited by federal law, regulations, or jurisprudence, the principal shall also immediately report any act enumerated above that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal shall report that the incident has been reported to local law enforcement as required by law and that the parents may contact law enforcement for further information, if they so desire.

Disciplinary action shall be taken by the division superintendent against any principal who fails to comply with this policy.

#### **Reports by Law Enforcement Officers**

The division superintendent, principals or their designees shall receive such reports on offenses, wherever committed by students enrolled in their schools as authorized by Virginia Code § 22.1-279.3:1, 16.1-260, 16.1-301, 16.1-305.1, 16.1-305.2, or other applicable law. When the division superintendent receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to Virginia Code §16.1-260(G), the division superintendent shall report such information to the principal of the school in which the juvenile is enrolled.

**LEGAL REFERENCE:** Code of Virginia, 1950 as amended, §§ 16.1-260, 16.1-264, 16.1-301, 16.1-205.1, 16.1-305.2, 22. 1-78, 22.1-279.3:1, 22.1-279.0

Adopted February 22, 2011

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#### **POLICY 4-3.4 RELATIONS WITH FEDERAL PROGRAMS AND AGENCIES**

Funds will be actively sought from public and private sources that augment the efforts of Richmond Public Schools toward the attainment of its goals and objectives. Priority shall be given to seeking the funds which fulfill identified immediate needs of the student population. Funds shall be accepted under conditions whereby there are no short or long-range commitments which cannot be fulfilled by Richmond Public Schools.

All applications for federal projects and major revisions in existing projects shall be presented to the division superintendent's staff for approval. Upon approval by the funding agency, the project shall be submitted to the School Board for acceptance.

**LEGAL REFERENCE:** Code of Virginia, 1950 as amended, § 22.1-78

Adopted February 22, 2011

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#### **POLICY 4-3.5 MEMBERSHIP IN NATIONAL, REGIONAL AND STATE ASSOCIATIONS**

Membership in recognized local or national professional associations will be maintained by the School Board for several reasons including:

1. The in-service educational benefits to staff and board which comes from participating in meetings, conferences, clinics, and conventions.
2. Access to the communication media of such associations, such as reports, newsletters, periodicals, and advisory services.
3. Representation in actions affecting education in general and the Richmond Public Schools in particular.



The division superintendent is authorized to budget funds for such memberships and to pay the costs of adequate participation in the activities of such associations by staff members to achieve the purposes listed above.

**LEGAL REFERENCE:**        Code of Virginia, 1950 as amended, §22.1-78

Adopted February 22, 2011

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**POLICY 4-3.6                    PUBLIC COMPLAINTS**

**Generally**

A complaint involving a particular Richmond public school shall first be handled within the school. If the complaint cannot be resolved through the school, it shall be referred to the division superintendent or his/her 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 School Board meeting.

Communications from the public, including petitions, shall receive official recognition by the School Board only when submitted with verifiable signatures and places of residence. School Board members may be contacted via email. All School Board members will have email addresses with the domain of “Richmond.k12.va.us.” Anonymous communications regarding fraud, waste and abuse will be referred to the school division’s Internal Auditor. Except in emergencies, the School Board shall not attempt to decide upon any question before examining and evaluating the information any person requests the School Board to consider. The division superintendent shall be given an opportunity to examine and to evaluate all such information and to recommend action before the School Board attempts to make a decision.

Specific complaints regarding instructional materials and learning resources, students or personnel shall be handled pursuant to School Board policy.

Any parent, custodian, or legal guardian of a Richmond Public Schools student who is aggrieved by an action of the School Board may, within thirty days after such action, petition the Richmond Circuit Court to review the action of the School Board. The review of the School Board’s action shall proceed upon the petition, the minutes of the meeting at which the School Board’s action was taken, the orders, if any, of the School Board, an attested copy of the transcript, if any, of any hearing before the School Board, and any other evidence found relevant to the issues on appeal by the court. The action of the School Board shall be sustained unless the School Board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

**Fraud, Waste and Abuse**

Complaints related to fraud, waste and abuse may be reported by calling the Fraud Hotline at (804) 775-2255. Callers may remain anonymous.

**LEGAL REFERENCE:**        Code of Virginia, 1950 as amended, §22.1-78

Adopted February 22, 2011

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## **POLICY 4-3.7 VISITORS TO SCHOOLS**

### **Generally**

The School Board welcomes visits by citizens of the City to their schools. In order to protect students, employees and property, all visitors, including parents or guardians, shall immediately report to the principals' office for authorization to be in the building or on school property and to obtain a visitor's pass. The division superintendent shall formulate and post in each school regulations necessary to protect students, employees and property from unauthorized visitors. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator.

### **Parents**

Parents are encouraged to visit schools on scheduled days for activities such as conferences with teachers, assemblies, PTA meetings, and other school programs. However, except in the case of a public event or special assemblies in the school, parents should either contact or visit the principal or his/her designee in the event of an emergency. Where an emergency does not exist, parents shall make arrangements in advance in order to be assured that school personnel will be available to meet with them.

Parents may visit classrooms or otherwise participate in daily school activities. If the visit in any class is that of a prolonged nature, the parent and principal or the principal's designee shall lay out the parameters of that prolonged visit to a particular classroom. Parents shall be treated in a courteous manner and shall be afforded prompt and informative replies to legitimate questions.

Except as otherwise required by law, non-custodial parents shall not be denied, solely on the basis of their non-custodial status, the opportunity to participate in any of the student's school activities in which such participation is supported or encouraged by the policies of the School Board.

### **Unauthorized Persons**

In order to protect Richmond Public Schools' students, personnel, and facilities, no unauthorized persons shall be permitted to enter upon the school premises during the school day unless they first report to the principal's office and have a legitimate reason for being there. The division superintendent shall make such regulations as are necessary to protect students, personnel and property from unauthorized visitors, and he/she shall inform such law enforcement officers as may be needed to enforce this policy in the case of uncooperative violators.

### **Sex Offenders**

Any adult who is convicted of a sexually violent offense, as defined in § 9.1-902 of the Code of Virginia, as amended, shall be prohibited from entering or being present, (i) during school hours and during school-related and school-sponsored activities, upon any property he knows or has reason to know is a public elementary or secondary school, (ii) on any school bus as defined in § 46.2-100 of the Code of Virginia, as amended; or (iii) upon any property, public or private, during hours when such property is solely being used by a public or private elementary or secondary school for a school-related or school-sponsored activity. Every adult who is prohibited from entering upon school property may after notice to the attorney for the Commonwealth, Superintendent of Public Instruction and the chair of the School Board, petition the Richmond Circuit Court for permission to enter school property.

This provision does not apply if an individual who is so convicted (i) is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote; (ii) is a

student enrolled at the school; or (iii) has obtained a court order allowing him to enter and be present upon such property, has obtained the permission of the School Board for entry within all or part of the scope or the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

School property includes any school bus as defined by the Code of Virginia and/or any property, public or private, during hours when such property is solely being used by a public elementary or secondary school for a school related or a school sponsored event.

### **Trespassing**

No one shall be in a school building after school hours unless he/she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting. It is prohibited for any person, whether or not a student, to enter or remain 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.

Persons violating these provisions of state law may be prosecuted. For purposes of this policy, school principals are "authorized individuals," and may direct persons to leave school premises and, in appropriate circumstances, issue no trespassing directives. Building administrators shall inform such Richmond Public Schools security officers and/or law enforcement officers as are required to maintain order or remove unauthorized or uncooperative visitors from school property, or to otherwise enforce the requirements of this policy.

### **Public Conduct on School Property**

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 Richmond Public Schools building, or damages or removes any school property from a school building 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 prosecuted. Each person causing damage shall be required to reimburse the School Board for any actual breakage or destruction of property as permitted by applicable law. Illegal substances, tobacco products and use of alcoholic beverages are prohibited at all times in school buildings.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 4.1-309, 9.1-902, 18.2-128, 18.2-370.5, 18.2-415, 22.1-4.3

Adopted February 22, 2011  
Revised/Adopted June 20, 2011  
Revised/Adopted July 13, 2015

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## **POLICY 4-3.8                    RIGHTS FOR PERSONS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals on the basis of disability. In accordance with the law, it is the policy of Richmond Public Schools to provide equal treatment and access to programs, services, and activities to individuals with disabilities. Richmond

Public Schools also does not discriminate on the basis of disability in its hiring or employment practices to qualified individuals.

### **Information in Alternative Format**

If any person requires information in an alternative format such as large print, Braille or voice recording, please contact us at the Richmond Public Schools' ADA Office, 301 North Ninth Street, 17<sup>th</sup> Floor , Richmond, Virginia 23219; Voice (804) 780-7707; TTY at 711; Fax (804) 780-6208; or e-mail: tkranz@richmond.k12.va.us.

### **Who is Protected**

The law covers qualified applicants, employees, students, parents and members of the public with disabilities. A person with a disability may be an individual who:

1. has a physical or mental impairment that limits a major life activity (A major life activity is defined as seeing, hearing, breathing, walking, speaking, learning, working, caring for oneself, performing manual tasks, lifting and other physical, mental and social activities);
2. has an impairment that requires special education or related services.

The following criteria can also apply to students, however, most generally apply to employees:

1. has a record of such an impairment which is made known to the employer;
2. is regarded as having, or having had, such an impairment;
3. is regarded as having, or having had, a disorder or condition that has no present disabled effect, but that may become a disability.

### **Requesting Reasonable Accommodations**

In general, it is the responsibility of the individual with a disability to inform the school system that an accommodation is needed. A reasonable accommodation is a modification or adjustment to a school or work environment, practice or policy that enables a qualified individual with a disability to enjoy equal access.

### **School Employees and Applicants**

Employees and/or applicants should contact the Human Resources Department at (804) 780-7859 to request a reasonable accommodation.

### **Students, Parents and Members of the Public**

Students, parents and members of the public should submit a completed *Accommodation Request Form* to the ADA Coordinator as soon as you are aware that an accommodation is needed. The Richmond City Public Schools ADA Coordinator can also be contacted by telephone at Voice (804) 780-7707; TTY at 711; Fax (804) 780-6208; and/or e-mail: tkranz@richmond.k12.va.us.

## **Confidentiality**

Medical-related information shall be confidential, except for those Richmond Public Schools' employees who have a need to know, such as supervisors, safety personnel, compliance officers, and other specified individuals.

## **Grievance Procedures**

A request for a reasonable accommodation should be submitted prior to submitting a grievance. However, anyone who believes that s/he or a specific class of individuals has been subjected to disability discrimination may file an ADA grievance within 180 days of the alleged violation. Grievances should be filed with the Richmond City Public Schools' ADA Coordinator who will either investigate the matter or forward it to the responsible department for further handling in accordance with the following process:

1. An ADA grievance must be filed within 180 days of the alleged violation to the ADA Coordinator.
2. The ADA Coordinator will send the Complainant a "Letter of Acknowledgment" within 5 business days from the date of receipt of the grievance
3. The ADA Coordinator will conduct an investigation and issue a "Letter of Findings and Proposed Resolution" within 15 business days from the date of receipt of the grievance. An additional 20 business days may be used under specified extenuating circumstances.
4. A Complainant may submit comments or ask for modifications of the proposed resolution within 15 business days from the date of receipt of the "Letter of Findings and Proposed Resolution."
5. The ADA Coordinator will complete a "Final Resolution" within 5 business days from the date of the receipt of the Complainant's comments.
6. The Complainant can submit an appeal to the superintendent or designee within 20 business days from the date of the "Final Resolution."
7. The superintendent or designee has 20 business days to issue a decision from the date of receipt of the appeal.
8. Richmond Public Schools will process the grievance as quickly as possible. However, the entire ADA Grievance process could take between 180 and 300 days to reach final resolution.

## **ADDITIONAL RESOURCES**

An individual may also file a complaint with the Virginia Department of Rehabilitation, The Department of Education Office of Civil Rights or the Department of Justice. The contact information for these agencies is as follows:

Virginia Department for Aging and Rehabilitative Services  
8004 Franklin Farms Drive  
Richmond, Virginia 23229  
Telephone No.: (804) 662-7000 TTY (804) 662-9040;  
(800) 464-9950

United States Department of Justice – Civil Rights Division  
950 Pennsylvania Avenue, NW  
Disability Rights Section – NYA  
Washington, DC 20530

Voice: (202) 307-0663 TTY (800)514-0383  
(800) 514-0301

United States Department of Education – Office for Civil Rights  
Customer Service Team  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Telephone No.: 1(800) 421-3481 (202) 245-8300  
Fax (202) 245-6840 TTY (800) 877-8339

**LEGAL REFERENCE:** 42 U.S.C. § 12112; 28 C.F.R. § 41.31; 28 C.F.R. § 41.53

Adopted February 22, 2011  
Revised/Adopted July 13, 2015

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### **POLICY 4-3.9 SCHOOL VOLUNTEERS**

Recognizing that community members can provide valuable services to the schools by sharing their time, talents and experience, the School Board approves and encourages the use of volunteers to support the school division’s instructional programs and extra-curricular activities. For the purposes of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or during school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is approved as part of a class, is done to fulfill a service learning or community service requirement for graduation or is done by a recognized student organization. Volunteers serve under the direction and supervision of the building principal or designated staff and shall abide by the policies, procedures and rules of the school division. When volunteers work with children, their activities will be under the immediate supervision of a school division employee.

In the interest of protecting the safety of students and staff, all volunteers who will be working directly with or will have access to students, including those chaperoning students on field trips or at all school-sponsored activities will be subject to criminal background checks, including sex offender registry checks. Volunteers may not transport students in private vehicles except as otherwise approved by Richmond Public Schools.

The division superintendent is directed to develop procedures consistent with this policy to ensure that there is a uniform division-wide process for the intake, screening, management and supervision of volunteers engaged throughout the school division.

**LEGAL REFERENCE:** Code of Virginia, 1950 as amended § 22.1-78.

Adopted July 13, 2015

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### **POLICY 4-3.10 COLLEGE AND UNIVERSITY PARTNERSHIPS**

The School Board of the City of Richmond acknowledges that partnerships with colleges and universities can provide valuable enhancements of the educational program offered by the School Board in many ways. The division superintendent is directed to develop procedures to ensure that all colleges and universities seeking to develop partnerships with the school division are appropriately vetted to

determine whether such partnership will advance the philosophy and interests of the school division. When appropriate, the Office of Professional Development may enter into agreements with colleges and universities approved through the established procedures.

**LEGAL REFERENCE:** Code of Virginia, 1950 as amended, § 22.1-78.

Adopted July 13, 2015

## SECTION IV – COMMUNITY RELATIONS

### ARTICLE IV

#### POLICY 4-4.1 COMMUNITY USE OF SCHOOL FACILITIES

For the purpose of this policy “school facilities” are defined as buildings, grounds, and equipment owned or operated by the School Board. The primary purpose of these facilities is for the support of the instructional program. However, the School Board encourages the use of these facilities by the public when such use will not interfere with the basic purposes of the educational program. The School Board and the administration retain exclusive authority to terminate uses that become disruptive.

Charges and fees for the use of these school facilities are designed not to limit or prohibit use, but to protect citizens from the expenditures of public money appropriated for classroom instruction and for other purposes. The expenses of heating, lights, water and custodial services, as well as protection of school property and security of the buildings when various groups use school facilities, make it necessary to have specific regulations with relation to the use of schools, buildings, and grounds. Because schools are educational institutions, their facilities should be used in an appropriate manner to enhance the education, health through recreation and culture of the community. Requests for permission to use school facilities for programs that do not meet this basic standard shall be denied.

The Superintendent is authorized to permit the use of school property as describes within this policy and on an emergency basis and to issue regulations consistent with School Board policies for the proper administration of the use of school facilities. The Superintendent shall submit an annual report on the use of school facilities to the School Board.

#### **Eligible Organizations**

The School Board permits use of school facilities by non-school organizations to the extent permitted by, and consistent with, applicable law. The requirements of the regular school program shall receive first consideration in the use of school facilities. School facilities may be made available to community organizations whenever there is no conflict with the regular school program.

Permission will not be given for profit-making activities conducted by any for-profit business, individual or organization unless for school fundraising or educational purposes. Bingo, all other gambling activities and secret meetings are prohibited on school grounds.

#### **Fees for Use of Facilities**

All organizations are responsible for payment of custodial fees whether or not a rental fee is assessed. Rental fees are set annually by the School Board. The rental fee will include one hour total for set-up and clean-up of the facility (30 minutes prior to and following event).

Richmond Public Schools’ facility rental fees will be waived for local and state government agencies and may be waived or reduced for charitable or other educational, cultural, or recreational organizations as recommended by the school principal or another school administrator and approved by the Chief Operating Officer or his or her designee.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended §§ 22.1-131-22.1-132  
Adopted February 22, 2011



## **POLICY 4-4.2            USE OF SCHOOL EQUIPMENT**

### **Use of School Equipment by Employees**

Employees are prohibited from utilizing school property materials, facilities, supplies and equipment for personal use or gain.

### **Cafeteria**

Organizations may use cafeterias for serving suppers upon the payment of the fees charged, but no equipment other than tables, benches, and chairs may be used. Kitchen facilities may be rented under special circumstances, but at least one member of the cafeteria staff must be on duty the entire time that the kitchen is used. The organization renting the facilities shall be billed for the services of the employee.

Food and refreshments may be sold only in the cafeteria or other dining areas of school buildings and shall not be carried out of these areas.

### **Musical Instruments**

Community organizations renting a school auditorium may use the school piano provided it is not moved. If the organization desires to have the piano tuned, the request should be made to the designated person in the office of the Superintendent who shall arrange to have the piano tuned at the expense of the organization using it. Renting organizations are forbidden to move school pianos.

Pianos and other large musical instruments shall not be moved into a school either as gift or a loan without the approval of the superintendent or his or her designee.

**LEGAL REFERENCE:**        Code of Virginia, 1950, as amended §22.1-131

Adopted February 22, 2011

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## **POLICY 4-4.3            USE OF TOBACCO AND ELECTRONIC CIGARETTES ON SCHOOL PROPERTY**

Smoking is prohibited at all times and under all circumstances in all Richmond Public School buildings as provided in federal, state and local law. Each principal shall post signs stating “No Smoking” as applicable within each school building. The supervisor of transportation shall post signs visible upon entering each school bus stating “No Smoking.”

Smoking, chewing, or any other use of any tobacco products by staff, students, patrons and visitors shall be prohibited on School Board property as defined in this policy.

For purposes of this policy, the following definitions shall apply:

- a. “School Board property” shall mean all property owned, leased, rented, or otherwise used by a school including, but not limited to, all interior portions of any building or structure used for instruction, administration, support services, maintenance or storage, as well as outdoor bleachers; and all vehicles used by Richmond Public Schools for transporting students, staff, visitors, or other persons.

- b. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. "Tobacco" shall include cloves or any other product packaged for smoking.
- c. "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.

This policy shall be posted on bulletin boards, and announced in meetings. 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.

### **Exemptions**

The School Board may consider requests for exemptions from this policy that demonstrate the existence of extraordinary circumstances to warrant such an exemption and that do not violate federal or state law. The School Board may direct the Superintendent to issue regulations designating smoking areas on school grounds outside buildings.

### **Electronic Cigarettes**

The use of electronic cigarettes is prohibited on school premises and in school vehicles.

**LEGAL REFERENCE:** 20 U.S.C. §6083, 7183; Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2827, 22.1-79.5, 22.1-279.6.

Adopted February 22, 2011  
Revised/Adopted June 16, 2014

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## **POLICY 4-4.4            USE OF SCHOOL PROPERTY – NON-INTERSCHOLASTIC YOUTH SPORTS PROGRAMS**

Each non-0interscholastic youth sports program utilizing public school property shall either (i) establish policies and procedures regarding the identification and handling of suspected concussions in student-athletics consistent with the school division’s policies and related procedures or the Board of Education’s Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow School Board Policy 8-5.3 and related procedures. For the purposes of this policy, “non-interscholastic youth s ports program” means a program organized for recreational athletic competition or recreational athletic instruction for youth.

**LEGAL REFERENCE:**            Code of Virginia, 1950, as amended, § 22.1-217.5

Adopted June 16, 2014