

# **ARTICLE III: COMMUNITY INVOLVEMENT**

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## **POLICY 2-3.1 COMMUNITY INVOLVEMENT IN DECISION-MAKING**

The Poquoson City 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 resource people. Public input will be carefully considered by the School Board in light of school division goals, current practices, and financial feasibility. However, all final decisions on matters pending rest solely with the School Board.

### **Community Involvement/Volunteers**

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.

Volunteers participating in Poquoson Public Schools educational programs and extracurricular activities do so at the sole discretion of the building principal, division superintendent, and/or the School Board. All volunteers are obligated to adhere to the policies and regulations of the School Board and the Poquoson City Schools Administration. However, volunteers' participation is voluntary only, and nothing regarding their service shall be construed as an employment relationship with the School Board, nor are they entitled to any benefits of employment. At the discretion of the division superintendent, volunteers may be required to submit to criminal background and child abuse and neglect checks as required of Poquoson City Public Schools employees by School Board Policy 5-2.4.

### **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 Poquoson City as it deems necessary or as may be required by law. The School Board shall provide such committees specific instructions regarding their authority, the areas or problems they are to consider and to whom they are to submit reports of their deliberations. 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 Chairman.

### **Local School Committees**

The School Board encourages all principals to have an advisory committee at the local school level to work with staff members in establishing a biennial school plan and for the purpose of reviewing school needs. Each school shall have in effect a school and community interaction plan that fosters mutual understanding of the role of each in providing quality education. Each school shall develop a comprehensive and continuing program for informing the community about the school. The School Board may establish committees of citizens to advise the members of the School Board with reference to matters pertaining to the schools.

### **Comprehensive Plan**

The School Board will adopt a Comprehensive Plan that will include seven components.

#### Components of the Comprehensive Plan

##### A. Strategic Plan

A Strategic Plan will be developed based on data collection, an analysis of the data and how the data will be utilized to improve classroom instruction and student achievement. The plan will be developed with staff and community involvement and will include, or be consistent with, all other division-wide plans required by state and federal laws and regulations. The School Board shall review the plan biennially and adopt any necessary revisions. Prior to adoption of the plan or revisions thereto, the School Board will post the plan or revisions on the division's Internet website, if practicable, and make a hard copy of the plan or revisions available for public inspection and copying and will conduct at least one public hearing to solicit comment on the plan or revisions.

The division-wide Strategic Plan will include:

1. the objectives of the school division, including strategies for improving student achievement and maintaining high levels of student achievement;
2. an assessment of the extent to which these objectives are being achieved;
3. a forecast of enrollment changes;
4. a plan for managing enrollment changes including consideration of the consolidation of schools to provide for a more comprehensive and effective delivery of instructional services to students and economies in school operations;
5. an assessment of the needs of the school division and evidence of community participation, including parental participation, in the development of the plan; and
6. any corrective action plan required pursuant to applicable Virginia law.

The School Board will, at a minimum, provide a report to the public by November 1 of each odd-numbered year on the extent to which the objectives of the division-wide Strategic Plan have been met during the previous two school years.

B. Program of Studies

Members of the Program of Studies Committee will complete an evaluation of the appropriateness of providing certain regional services in cooperation with neighboring school divisions. The Program of Studies will include information about the implementation of academic regional services when appropriate.

C. Special Education Plan

The division's Special Education Plan will address the evaluation and implementation of regional services for students with disabilities when appropriate.

D. Technology Plan

The School Board will ensure a technology plan is designed to integrate educational technology into the instructional programs of the school division, including the division's career and technical education programs, consistent with or as part of the comprehensive technology plan for Virginia adopted by the Board of Education.

E. Gifted Plan

The division will develop a Gifted Education Plan per state requirements. Parents are to be included in the Gifted Education Advisory Committee and will contribute to the development of the plan through the work of the committee.

F. Career and Technical Education (CTE) Plan

The division will develop a CTE plan that meets state requirements. The CTE Committee, which includes parents and representatives of business and industry, will contribute to the development of the plan.

G. Parental Involvement

The School Board will ensure that the Strategic Plan includes a plan for parent and family involvement to include building successful school and parent partnerships that will be developed with staff and community involvement, including participation by parents. Parents will be included in the development of additional components of the Comprehensive Plan when appropriate.

All components of the Comprehensive Plan will be reviewed and reported to the Board biennially with some reported annually to satisfy state and federal requirements.

Individual School Plans

Each Poquoson City Public School will prepare a school strategic plan that will align with the school division's Strategic Plan. It will be developed by administrators, faculty and staff at the school and will be reviewed annually.

### **Parental Involvement**

The School Board encourages parental involvement in the school division and in the individual schools, including but not limited to the following activities: parenting; communicating; recruiting and organizing parent help and support; learning at home; and representing other parents. The division superintendent may develop regulations and/or guidelines to encourage parental involvement in the school division, in the schools and in students' educational programs.

### **Partnerships**

The School Board encourages business, industry, educational and community agency partnerships in the individual schools and throughout the school division. 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 the school division in providing an effective education for all students.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§2.2-3600 through 2.2-3605, 22.1-86, 22.1-89.4, 22.1-253.13.

*Adopted: November 2002*

*Revised: July 2004; July 2005; December 2019*

## **POLICY 2-3.2 RELATIONS WITH COMMUNITY ORGANIZATIONS**

Consistent with all applicable law, the Poquoson City Public Schools shall 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.

### **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 4-2.2 and consistent with individual schools' crisis management plans. The division superintendent shall open the schools of the district as needed in times of emergency and shall cooperate fully with directors of agencies regarding the use of the schools and their equipment.

### **Parks and Recreation Department**

The School Board intends that there be the fullest cooperation to permit the maximum use of school athletic and recreational facilities and the school auditorium by the schools, the recreation department and the residents of the City of Poquoson generally, consistent with School Board Policy 2-4.1

During the school year, official school programs shall be given priority. However, such programs shall be scheduled, as much as possible and without detriment to them, to permit use of school facilities by the parks and recreation department and citizens generally. During the summer, recreation programs shall be given priority. At all times the facilities shall be used so as to preserve and to maintain them in proper condition. To accomplish this purpose, the principals of the schools will work with the recreational director. Policy differences and problems, if any, will be referred to the division superintendent or his/her designee.

The operation and maintenance of school facilities is primarily the responsibility of the school principals. Nonetheless, the parks and recreation department shall provide adequate supervision and will assume full responsibility for facilities during the periods of their use by the parks and recreation department. The maintenance of the grounds, however, will be performed by the parks and recreation department and the School Board with costs allocated among their respective budgets, reasonably reflective of the amount of use and wear and tear attributable to each.

Parks and recreation normally shall not be charged usage fees as set forth in School Board Policy. However, the department is responsible for the appropriate use of such facilities and may be charged a fee for inappropriate usage. The parks and recreation department will be responsible for providing appropriate supervision for all of its programs and activities and will be responsible for cleaning facilities after such use.

Specific guidelines governing the use of athletic and recreation facilities shall be adopted from time-to-time by the department of parks and recreation and the School Board administration acting

cooperatively. There shall be full consultation prior to the adoption of any policy, any proposed capital improvements or any other action by the department of parks and recreation which may materially affect such facilities or their use.

Nothing in this policy shall abrogate in any manner the respective legal responsibilities of the School Board and the department of parks and recreation.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78, 22.1-209, 22.1-130.1, 22.1-253.13:7.

*Adopted: November 2002*

## **POLICY 2-3.3 RELATIONS WITH OUTSIDE ORGANIZATIONS**

### **Parent/Patron Organizations**

The Poquoson City 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.

### **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 Poquoson City 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.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78, 22.1-89.4, 22.1-253.13:7.

*Adopted: November 2002 7*



## **POLICY 2-3.4 RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

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

When it becomes necessary for any law enforcement officer to interview a student on Poquoson City Public School 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 designee shall be present throughout the interview. All such interviews shall be conducted in accordance with Policy 7-3.1.

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

The Poquoson City 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. The division superintendent shall obtain and use Sex Offender Registry information in accordance with School Board Policy 2-2.2.

### **Report 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 that may constitute a felony offense, and may report any incident, involving:

1. the 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 Virginia Code § 18.2-47 or 18.2-48 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, synthetic cannabinoids as defined in Virginia Code § 18.2-248.1:1, 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 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 Poquoson City School at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

As part of any report concerning an offense that would be an adult misdemeanor involving an incident described in 1-8 and the paragraph above, local law-enforcement authorities and attorneys for the Commonwealth shall be authorized to disclose information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court, to the division superintendent, upon request by the division superintendent if, in the determination of law-enforcement authority or attorney for the Commonwealth, such disclosure would not jeopardize the investigation or prosecution of the case or violate any applicable confidentiality laws.

In addition to the reports 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, regulation, 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 whether the incident has been reported to local law enforcement pursuant to this policy and, if the incident is so reported that the parents may contact law enforcement for further information, if they so desire.

### **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, or that such student who is an adult has committed a crime and is alleged to be within the jurisdiction of the court, 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. Further, the principal in his discretion may provide such information to a threat assessment team described in Policy 4-2.2. No member of a threat assessment team shall (a) disclose any juvenile record information obtained pursuant to this Policy or (b) use the information for any purpose other than evaluating threats to students and school personnel.

### **Memorandum of Understanding with Local Law Enforcement Agency**

The School Board and the local law enforcement agency that employs school resource officers in Poquoson City Public Schools shall enter into a memorandum of understanding that sets forth the powers and duties of such school resources officers. The provisions of such memorandum of understanding shall be based on the model memorandum of understanding developed by the Virginia Center for School and Campus Safety. The School Board and local law-enforcement agency shall review and amend or affirm such memorandum at least once every two years or at any time upon the request of either party.

The School Board shall ensure the current division memorandum of understanding is conspicuously published on the division website and provide notice and an opportunity for public input during each memorandum of understanding review period.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§8.01-47, 8.01-293, 9.1-101, 16.1-260, 16.1-264, 16.1-301, 16.1-305.1, 16.1-305.2, 18.2-56, 18.2-371.2, 22.1-70, 22.1-78, 22.1-279.3:1, 22.1-279.9, 22.1-280.2:1.

*Adopted: November 2002*

*Revised: July 2003, July 2004, July 2005, August 2006, June 2010, August 2011, August 2013, August 2018, August 2019, June 2020*

## **POLICY 2-3.5 PUBLIC COMPLAINTS**

A complaint involving a particular Poquoson City 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. No anonymous communications shall be considered. 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 shall be handled as described in Poquoson City School Board Policy 6-5.7. Specific complaints regarding students and personnel shall be handled as described in Poquoson City School Board Policies 1-6.8 and 5-9.1.

Any parent, custodian, or legal guardian of a pupil attending the Poquoson City 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.

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

*Adopted: November 2002*

*Revised: August 2006*

## **POLICY 2-3.6 VISITORS TO SCHOOLS**

### **Generally**

Visitors are welcome in Poquoson City Public Schools. Visitors shall immediately report to the relevant administrative office of the school which they are visiting and obtain a visitor's pass. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator. It is important that the schools maintain a school environment that is safe for students and employees and free of activity that may be disruptive (i.e. use of obscenities, threatening behavior or language, etc.) to the student learning process or employee working environment. The principal/ designee may direct a disruptive visitor to stop the behavior or leave the school grounds if the visitor poses a risk of harm to any person or behaves in a manner that is disruptive to the school setting. Failure to vacate school grounds after being directed to do so orally or in writing by any school administrator may lead to further restriction or prohibition from school grounds as authorized by law.

### **Parents**

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA/PTO meetings, and other school programs. 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 Poquoson City 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.

### **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 or service. 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:

1. any direction to vacate the property by an authorized individual, or

2. 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.

### **Sex Offenders on School Property**

No adult who has been convicted of a sexually violent offense, as described in Virginia Code §9.1-902, may enter or be present upon any public school property during school hours and during school-related and school-sponsored activities unless:

1. he/she is a lawfully registered and qualified voter and is coming upon such property solely for the purposes of casting his/her vote;
2. he/she is a student enrolled at the school; or
3. he/she has obtained a court order allowing him/her to enter and be present upon such property and is in compliance with terms and conditions of the order.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§9.1-902; 18.2-128; 18.2-370; 18.2-415; 22.1-4.3.

Adopted: November 2002

*Revised: July 2007; July 2008; December 2019*

## **POLICY 2-3.7 PARENTAL INVOLVEMENT IN EDUCATION**

The School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The School Board endorses the parental involvement goals of federal programs supporting Title I and encourages the regular participation of parents of all children including those eligible for Title I, Part A programs in all aspects of those programs. This Policy will apply to Title I Schools.

The School Board directs the Superintendent to promulgate regulations to implement this Policy and to amend those procedures if and when changes to relevant legal requirements and guidelines are adopted.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§20-124.6, 22.1-4.3, 22.1-23.3, 22.1-78, 22.1-87, 22.1-253.13:7(B)(6), 22.1-287, et seq.; Family Educational Rights and Privacy Act, 20 U.S.C. §1232(g); 34 C.F.R. §99.1, et seq.; No Child Left Behind Act, 20 U.S.C. §§6312, 6316, 6318.

*Adopted: November 2002*

*Revised: July 2003, July 2005, July 2007, January 2016, September 2021*

## **POLICY 2-3.8 CHARTER SCHOOLS**

The Poquoson City School Board shall receive, review and decide whether to grant or deny a public charter school application submitted in accordance with its “Procedures for Receiving, Reviewing and Ruling upon Public Charter School Applications.” Such procedures shall be in accordance with applicable law and shall be posted on the school division’s website.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§22.1-70; 22.1-78; 22.1-89.4; 22.1-212.9; 22.1-212.10; 22.1-253.12:7.

*Adopted: June 2010*