

REQUESTS FOR INFORMATION

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

Ms. Annie Clay is AMELIA COUNTY School Board's FOIA Officer(s). The FOIA Officer(s) serve(s) as a point of contact for members of the public in requesting public records and coordinate(s) the School Board's compliance with FOIA. The FOIA Officer(s) may be reached at 805.561.2621.

Access to Records

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

Request Procedures

1. Requests for access to records shall be made with reasonable specificity.

Requests shall be directed to the AMELIA COUNTY Public Schools FOIA Officer at:

8701 Otterburn Road, Suite 101 – Amelia, Virginia 23002
Telephone: 804.561.2621 Fax: 804.561.3057

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

Responding to Requests

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

No public record is withheld in its entirety on the grounds that some portion of the public record is excluded from disclosure by law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure applies to the entire content of the public record. Otherwise, only those portions of

the public record containing information subject to an exclusion may be withheld, and all portions of the public record that are not so excluded are disclosed.

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

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

Processing of Requests

1. The FOIA Officer, after receiving a request, promptly makes an initial determination as to whether the requested records will be provided to the requester, will be withheld, either completely or in part, or if it is practically impossible to provide the requested records or to determine whether they are available within five days.
2. If the FOIA Officer is unsure whether the requested documents should be provided to the requester, legal advice is promptly sought.
3. If the FOIA Officer is uncertain whether the requested records exist or where they may be located, efforts are promptly initiated to locate the records or determine whether they exist.
4. If the requested records will be made available either in whole or in part, the FOIA Officer promptly consults with School Board staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this is taken into account. The following costs are charged at the rates indicated, not to exceed actual cost:
 - Staff member search time, charged by the quarter hour. Depending on the staff member(s) involved in the search, rates per quarter hour may apply.
 - Computer search time, charged at the rate quarter hour
 - Computer printouts, charged at the rate of .50 cents per page
 - Photocopies (including those necessary to perform redactions), charged at the rate of .50 cents per page.
 - Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, or courier charges).
5. If the requester has asked for an advance determination of the cost, or if the cost is expected to exceed \$ 200, the requester shall be notified in advance of the cost associated with the request. If the cost of the request is determined to exceed \$200, the School Board may, 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 action shall be taken until the requester responds, and the requester must agree to pay the estimated amount before any further processing of the request is performed.

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

Adopted: August 8, 2016

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

Cross Ref.: KBA Requests for Information

REGULATIONS

KCB-R

MEDIA RELATIONS

Media releases by the schools are encouraged as a means of informing the public of programs, activities, and accomplishments. News and information concerning school events, personnel, students, and programs shall be released to the press only by the School Information Officer with the approval of the Superintendent or a designee and in accordance with State and Federal laws regarding confidentiality. Principals may initiate and distribute school newsletters and announcements of school events. All other matters representing the official position of the Board prepared for publication by any of its employees shall be approved by the Superintendent or his/her designee prior to release to the press.

The Principal of each school, with the approval of the Superintendent or his/her designee, is authorized to arrange for announcements in the schools regarding community programs and activities or events that have educational or recreational value. All school employees must seek approval of their Principal or designated supervisor prior to releasing information relating to school programs or school functions and affairs.

REGULATIONS

KF-R

Distribution of Materials in Schools

A. Distribution of Outside Communications/Materials

Students and employees of the Amelia County School Division are to be protected from intrusions on their time by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

Communications to parents and other citizens sent home by students as a means of mass communication carry the implication of endorsement by school personnel and the School Board. Such communications shall be carefully reviewed before permission is granted for distribution.

The School Board prohibits the distribution, by means of students, of materials or information which publicly endorses or supports groups or organizations involved in a commercial endeavor for profit.

No sectarian literature of any description shall be distributed or made available in the schools.

Each principal is to review carefully requests to distribute materials, pamphlets, notices, and other communications; and if in doubt, shall seek permission from the Superintendent of Schools or his/her designated agent. 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 School Board.

B. Special Interest Materials

Notices announcing events or relating to non-school sponsored organizations are discouraged. These announcements or notices, in the judgment of the Superintendent, having significant educational value or widespread community importance may be announced in the schools.

Effective: February 2002

REGULATIONS

KG-R

A. Use/Rental of School Facilities

The following rules and regulations shall apply to all applicants desiring to use any building or grounds that are operated by the School Board. The Superintendent and/or his/her designee, who must approve the form, is responsible for seeing that the rules and regulations are followed, and that maximum security and safety are maintained during the rental period. All forms are to be sent to the Superintendent and/or his/her designee three (3) weeks prior to the requested date(s) of use. Copies of the rules and regulations and application forms for use of school facilities will be provided.

Rental Fees

Rental rates will be established annually by the School Board. Facility rental fees may be waived for Parks and Recreation activities, other youth or sport activities, local and state governmental agencies, or other charitable or educational organizations, as recommended by the Superintendent and/or his/her designee. Rental fees may be adjusted if large portions of the school facility are used.

Personnel Services

In addition to the charges for use of school facilities, a charge for the services of custodial, cafeteria, security, lighting technician, sound technician, and/or school administrative personnel will be assessed. Rental of school facilities after normal work hours and on weekends will be contingent on the availability of school personnel as detailed below. The fees for personnel services will be established annually by the School Board.

1. Custodial Personnel

Payment shall be made for a minimum of two (2) hours.

For most meetings it will be necessary for the custodian to be on duty prior to the time the meeting is scheduled to begin to prepare the facilities for use. (Example: Using a lunchroom requires removal of tables and chairs.) If the custodian does setup work on school time, the organization will be billed for this time since the custodian will be required to spend additional time away from his/her normal duties. The presence of a custodian on duty does not relieve the organization of responsibility for any damage done to the property.

REGULATIONS

2. Cafeteria Personnel

Payment shall be made for a minimum of two (2) hours. For school functions, the school shall reimburse the cafeteria workers' actual salary. The rate will be for a minimum of two (2) hours at \$25 per hour.

When kitchen facilities are used to prepare and/or serve foods, one or more members of the regular cafeteria staff shall direct the said preparation and/or service. The regular cafeteria staff member shall determine that equipment and facilities are properly used, cleaned, and restored after usage. The organization using the kitchen facilities shall pay a rental fee as established annually by the School Board for use of the facility plus the compensation for cafeteria worker(s).

3. Administrators/Supervisor

School personnel will be on duty, when facility is utilized by a renter. Payment shall be for a minimum of two (2) hours at \$25 per hour.

4. Special Equipment

Trained technicians must operate special lighting and other specialized equipment (i.e. public address systems, computer hardware, etc). Pianos may not be used or moved unless under the authorization and/or supervision of a school administrator. The charge for the use of the piano and of the technicians to operate the equipment will be determined annually by the School Board. Organizations may be charged for the use of other special equipment and the Director of Operations will determine the costs.

There will be an additional fee for use of stage lighting. This will be in addition to regular house lighting.

When school personnel are used by these organizations, the organizations will be required to pay school personnel for time rendered. In addition, groups shall be charged a maintenance fee for cleaning the facility after use.

REGULATIONS

Affiliated School Organizations

Affiliated school organizations (PTA, booster organizations, and other scheduled groups) should schedule the use of school facilities directly with the school principal. The Director of Operations will determine the need for custodial fees. Facility use fees will not be charged. School organizations using facilities in other schools and external school organizations (Example: regional music or regional vocational organizations) should complete an Application to Use School Facilities. School organizations sponsoring the use of school facilities by outside groups should also complete an application.

Use of School Facilities Application and Approval

Conditions under which school building and grounds in the division may be used for non-school activities are the following:

1. Permission will not be given for profit making activities conducted by any for-profit business, individual or organization unless for school fund raising or educational purposes. Bingo and all other gambling activities are prohibited on school grounds. Facilities may be made available to area businesses for recreational and educational activities. As a general rule, school facilities will not be leased to organizations outside of Amelia County.
2. Permission for the use of school facilities may be given only when an application form is filed at least three (3) weeks in advance. No request for the use of indoor facilities will be accepted more than six (6) months in advance. The Superintendent and/or his/her designee may waive these requirements if unusual circumstances warrant. A form shall be completed in triplicate and filed with the principal of the facility being requested for use. All school activities, including those that are rescheduled, will take priority over use by outside programs.
3. The applicant must be an authorized representative of the group renting the facility. The applicant will be responsible for placing reliable persons in charge of all activities, damage caused by the group or by others admitted, and will provide police protection, if necessary, to maintain order and to protect school property. All litter and debris are to be removed from school premises by the renter. Should it be necessary for the school system to have litter/debris removed, the renter will be billed for the cost. The person assuming responsibility for the activity must sign the application and must be present when the activity is conducted.

REGULATIONS

4. Before the Principal, Superintendent and/or his/her designee can approve any application, any organizations using school facilities must provide to the school a certificate of liability insurance. The insurance policy shall be for at least \$1,000,000. The insurance requirements may be reduced to \$500,000 for informational or educational small group meetings. The school administration may require additional insurance coverage for events judged to be high risk.
5. The application for the use of facilities shall not be considered approved until a signed copy (signature of the Principal, Superintendent and/or his/her designee) has been sent to the applicant. The Principal, Superintendent and/or his/her designee reserves the right to accept or reject, at any time, any application for use of facilities. Advance payment of fees will be refunded if rejection of the application is deemed necessary.

Rules and Regulations

Conditions under which school buildings and grounds may be used for non-school activities are the following:

1. No organizations may use the building or grounds at any time or in such a manner that would interfere with the operation of the school.
2. The School Board, or its representatives, must have free access to facilities at all times.
3. In the event of the cancellation of a scheduled event, notification must be given at least three days prior to the scheduled time or the fees are forfeited.
4. The school system reserves the right to cancel an approved activity at any time. Amelia County Public Schools shall not be liable for any damages, direct or incidental, that result from this action.
5. The applicant shall not rent space to another organization or group, unless prior permission is obtained from the Principal, Superintendent and/or his/her designee.

REGULATIONS

KG-R

Page 5

6. Any organization desiring to move special properties into the school or onto the grounds prior to or on the date of rehearsal or performance must obtain permission from the office of the principal. All staging, decorations must be done so as not to deface or damage any school property. It is required that no elaborate decoration or re-decoration be planned prior to approval. All decorations, etc. must meet building and fire prevention codes of Amelia County, and the State of Virginia. The state Fire Marshal's office may be contacted for recommendation, inspection, and approval.
7. Use of school musical instruments will require special approval from the principal's office.
8. Permission for bringing equipment such as concession stands or trucks or carnival equipment on school property must be requested in writing thirty (30) days in advance before a formal agreement can be considered.
9. The parking of automobiles shall be restricted to designated areas. Parking is prohibited in areas designated for the handicapped (without proper authorization) and in fire lanes.
10. The organization that uses the building and grounds shall be responsible for the conduct of its members.
11. Any damage done to school property shall be compensated for by the sponsoring organization. Any group or organization, at its own expense must provide police protection, if the school administration deems it advisable.
12. Smoking is not permitted in any part of a school building.
13. There shall be no alcoholic beverages or illegal drugs brought to, consumed or used in the any school building or on school grounds.
14. There shall be no weapons (as defined in the Code of Student Conduct) on school property.
15. Premises are rented or donated with the understanding that "tipping" of custodians or other school personnel strictly prohibited.
16. Except by special permission, a group shall not be permitted to remain after 12 midnight.

REGULATIONS

17. Building keys will not be provided to any group.
18. Organizations using the facility are expected to leave the facility ready for use the next day. The organization must provide adequate kitchen help to prepare the food, set up the cafeteria, and to clean up. The charge for custodians and cafeteria persona are for operational and security services only. Custodial fees and other personnel fees are governed by wage and hour regulations.
19. Payment of the rental fees shall be made to the school system three days prior to the event. A signed copy of the application form shall accompany all payments.
20. All publicity for an event shall carry the name of the group sponsoring the meeting or event. All advertisements and publicity of the event shall be reviewed and pre-approved by the Principal, Superintendent and/or his/her designee.
21. Any advertising for the renter's even citing the school as the location must contain the following disclaimer:

Public school property is being rented after hours and the rental carries no endorsement by the school district.
22. No signage may be placed on school property without the written approval of the Superintendent.
23. School facilities shall not be used for public dances.
24. School facilities shall not be used for gambling, including bingo.
25. Department facilities, such as laboratories, music, vocational, and commercial department, generally shall not be made available for non-school use. The Superintendent and/or his/her designee must approve exceptions.
26. The crowd may include only as many persons, seat for seat, as the facility is designed to accommodate.

REGULATIONS

27. The School Board assumes no responsibility for items or equipment brought on premises by the using organization, its members or guests, or for lost or stolen items. The School Board also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the application and the organization that he/she represents shall be held financially responsible for any damage to the building, its furniture, and equipment during the period of use. The organization using the school facilities will be responsible for damage or theft of school property.
28. Failure to observe the rules will result in suspension of the privilege to use the school facility.

Rental of Facilities for Extended Periods

The following procedures shall be followed when any organization/group is applying for rental of a school building on a continuing basis:

1. Rental of school facilities on a continuing basis will have to be approved by the Principal, Superintendent and the School Board.
2. The organization/group will have to certify in their application that their use of the school facility will be on a temporary basis, not to exceed six (6) months. The applicant will have to demonstrate that they have plans to move to a permanent location, such as a signed contract for construction to begin within six (6) months of the date of application. It will be permissible for groups to rent school facilities while their present structures are undergoing renovation, as long as the six- (6) month occupancy requirement is met.
3. If the above conditions are met, a new application must be resubmitted every six- (6) months with a progress report and time schedule as to anticipate occupancy attached. The Principal, Superintendent, and School Board must approve the resubmitted application.
4. All rules/regulations for rental of school facilities as listed above will be applicable for extended rentals.

Addendum to Facility Use RegulationsApproved December 1998

REGULATIONS

KG-R
Page 8

Exceptions may be made for a non-profit group desiring long-term usage, if the activities involve school age individuals only. A group requesting long-term usage must state the need for such usage, the ages of the participants, the activities that will occur and the number of adult chaperones that will be present each time the group meets. All school policies and regulations will apply to such usage, including any provisions in the Facility Use Regulations. Approved users must re-apply annually.

REGULATIONS

Use of School Board Facilities and Equipment by Other Government Agencies

The Superintendent and/or designee is authorized to approve the use of school facilities or equipment by other local government agencies. Care must be taken to make certain that there is appropriate insurance coverage and adequate security.

A periodic report will be made to the School Board for their information.

Memorandum of Understanding
between
Amelia County Public Schools and Amelia County Government
and its Agencies for the Use of School Vehicles

The Code of Virginia (22.1-182) permits a school division to enter into an agreement with the governing body to provide for the use of the school buses of such school division by a department of the governing body. This document defines the conditions, expectations and agreements between Amelia County Public Schools and Amelia County Government and its agencies for the use of buses belonging to the school division. This agreement must provide for reimbursing the school board in full for any and all costs incurred resulting from such use.

Expectations:

1. All trips must conform to regulations established by Amelia County Public Schools.
2. Travel is limited to 60 miles one way.
3. Trips must be outside the time buses are utilized for transportation of students.
4. Trips must be requested on a division field trip request form.
5. The division reserves the right to limit the number of trips to reduce the accumulation of mileage on the bus fleet.

Procedure:

- 1- Requests for use of a school vehicle must be submitted to the Director of Operations 3 weeks prior to the date needed.
- 2- The school division will review, approve when possible, assign a driver and return a copy of the form to the department submitting the request.
- 3- The school division will bill the county department monthly for cost of the driver.
- 4- Mileage costs will be paid by in-kind contributions including lining and maintenance of athletic fields and assisting the school athletic directors.
- 5- Cost charged for driver will be established annually and will reflect total costs to the school division. Fee for 2012-2013 will be \$10.00 per hour.
- 6- Drivers are employees of Amelia County Public Schools and will be paid by the school division through the payroll department.
- 7- Funds are to be submitted to the Operations Department of Amelia County Public Schools.

Authorized Signature
Amelia County Government
_____(Date)

Authorized Signature
Amelia County Public Schools
_____(Date)

REGULATIONS

FEE FOR THE USE OF SCHOOL PROPERTY

	<u>FLAT RATES</u>	<u>ADDITIONAL CHARGE EACH HOUR FOR EACH EMPLOYEE REQUIRED</u>
1. A. Classroom	\$ 15.00 per room	Fees for use of an administrator, custodian, cafeteria, lighting technicians, sound technicians, and/or security employees will be assessed at \$25 per hour.
B. <u>Gymnasium</u> (High School)	\$ 20.00 per hour	
C. <u>Gymnasium</u> (Middle or Elementary Schools)	\$ 20.00 per hour	Administrative fees are to be determined yearly by School Board
D. Cafeteria	\$ 30.00 per day/night	
E. Kitchen	\$ 30.00 per day/night	
G. Auditorium	\$ 30.00 per hour	
H. Lighting		
House Lights Only	No Charge	
Stage Lights	\$ 25.00 for the first 3 Hours and \$10 for each additional hour	
Follow Spot	\$ 5.00 for the first 3 Hours and \$3 for each additional hour	

2. General Guidelines:

- A. One custodial employee will normally be required when a classroom is used.
- B. A custodial employee and one or more security guard(s) will be required when the cafeteria or gymnasium is used. (The type of event will determine the use of a security guard).
- C. All events must be paid in full three (3) days prior to any event.
- D. Cancellations for any event must be made three (3) days prior to any event to receive a refund.

REGULATIONS

KG-R
Page 11

- E. A custodial employee, cafeteria employee, and security guard will be required when the cafeteria and kitchen are used. (The type of event will determine the use of a security guard).
- 3. School property shall not be used by outside agencies at any time that would interfere with the normal operation of the school.
- 4. Individuals/organizations desiring to rent school facilities must provide a certificate of insurance as detailed in item (4) under "Use of School Facilities Application and Approval" of School Board Regulation KG-R. This certificate must be presented to the appropriate authority prior to use of school facilities.

Approved: April 6, 2004
Revised: October 8, 2012

