

REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

E-mail address _____

Phone _____

I am a (check one):

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

Identification must be presented prior to inspection of records or receipt of copies. A photocopy of identification is acceptable with a mailed/faxed request.

<p>STAFF USE ONLY</p> <p>Date Request Received: _____</p> <p>Request was made (check one)</p> <ul style="list-style-type: none"> <input type="checkbox"/> by requester on this form <input type="checkbox"/> by telephone <input type="checkbox"/> in writing other than on form (attach original request) <p>Date Response Sent: _____ (attach copy)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identification Verified Type: _____ Number: _____ <input type="checkbox"/> Itemized Cost Estimate Attached
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I am requesting access to the following records (please be as specific as possible, and attach additional paper if necessary):

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

In addition, the requestor may ask for an advance determination of the cost of the request. Please indicate here if you would like an advance determination of cost. Yes____No ____

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

Specify format desired (if available):

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

Signature

Date

RETURN COMPLETED FORM TO:
GREENE COUNTY PUBLIC SCHOOLS Attn: FOIA Officer
PO Box 1140 Stanardsville, VA 22973

GREENE COUNTY PUBLIC SCHOOLS

**RECORD OF INSPECTION and/or
DELIVERY OF COPIES**

Inspection of Public Records

Date _____ Time In _____ Time Out _____

Person Inspecting Records

Name Signature

Staff Person in Attendance

Name Signature

Records Reviewed (describe)

Copies of Public Records

<u>Record</u>	<u>No. Pages</u>	<u>Delivery Method</u> <u>(mail, e-mail,</u> <u>etc.)</u>	<u>Date of Delivery</u>	<u>Cost (if any)</u>	<u>Date and</u> <u>Method of</u> <u>Payment</u>
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Staff Person Providing Copies _____
Name Signature

REQUESTS FOR INFORMATION

Greene County School Board is committed to full compliance with the Virginia Freedom of Information Act, and processes all requests for information in accordance with the following procedures.

The Director of Finance and Human Resources is Greene County School Board's FOIA Officer. The FOIA Officer serves as a point of contact for members of the public in requesting public records and coordinates the School Board's compliance with FOIA. The FOIA Officer may be reached at 434-939-9000.

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 Greene County School Boards' central office.
2. When practicable, the following records are available on request at the central office:
School Board of Greene County – Board Meeting Minutes.
3. Unless otherwise specified by the FOIA Officer, inspection of records takes place at the central office of Greene 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 Greene 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 photo 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 is present during inspection or copying of records. A record of each inspection is made, using form KBA-F2 Record of Inspection and/or Delivery of Copies.

Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the Greene County Public Schools FOIA Officer at:

PO Box 1140
Stanardsville, VA 22973
434-939-9000
434-985-4686 (fax)

3. Requesters should make their requests using Form KBA-F1 Request for Public Records. Requests received via telephone are transcribed onto Form KBA-F1 Request for Public Records by central office staff. Written requests other than on Form KBA-F1 Request for Public Records are appended to a copy of the form by School Board staff, who fill out as much of the form as possible.
4. School Board staff provide Form KBA-F1 Request for Public Records and a copy of this regulation upon request to any person interested in obtaining access to records, and 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 of \$25.00 to \$60.00 per quarter hour may apply.
 - Computer search time, charged at the rate of \$45.00 per quarter hour
 - Computer printouts, charged at the rate of \$0.10 cents per page
 - Photocopies (including those necessary to perform redactions), charged at the rate of \$0.10 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: July 2, 2003
Revised: July 13, 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

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Greene County School Board to observe its deliberations. Any member of the community may address the Board on matters related to the Greene County public schools at any regular meeting as provided in the accompanying regulation.

- A. Persons wishing to address the School Board are requested to contact the Superintendent, the School Board Chairman, or their designee for placement on the agenda.
- B. The Chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation.
- C. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

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

Adopted: January 12, 1994

Revised: April 9, 2014

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

Cross Refs: BDDE Rules of Order

COMMUNITY USE OF SCHOOL FACILITIES

The School Board believes in and supports the full and best possible utilization of its physical facilities for the benefit of the citizens of the County. To achieve this end, the use of school facilities for school and student-related activities as well as by outside organizations and groups shall be encouraged when these activities will not directly or indirectly interfere with the educational program and mission of the schools in the School Division.

The safety of citizens, students, and employees and the care, maintenance and preservations of school property shall be primary considerations in the use of school facilities. The Superintendent or his designee reserves the right to deny usage or terminate any existing or permitted use that is inconsistent with this regulations and its related Board Policy. The failure to pay promptly all rental charges or damages by any group using school facilities may be considered sufficient grounds for refusal to grant further use of school property to an applicant.

A. Eligible Organizations

The Board has classified various organizations and groups for the purposes of establishing Priority for use and for the charging of fees as follows:

1. Classifications

a. Type I Organizations

- i. School and Division Sponsored Organizations whose activities relate to School Division programs or business;
- ii. Associated Organizations such as PTOs/PTAs and Booster Club whose activities directly support School Division academics and/or extracurricular programs;
- iii. Youth Organizations such as Boy Scouts, Girl Scouts, and 4-H Clubs that offer programs, meetings and activities that do not require participants to collect sponsorships or pay a fee to the organization for participation in such programs, meetings, and activities; and does not limit the number of participants or limit participation to a select group;
- iv. Reciprocating Organizations which work with Greene County Public Schools to provide facilities or services for school sponsored teams, clubs or activities;
- v. Greene County Local Government Agencies and Departments whose programs and activities serve Greene County students and citizens, including but limited to the Rescue Squad and Fire Departments; and
- vi. Virginia High School League sponsored district, regional and state events.

b. Type II Organizations

- i. All other organizations and groups that do not fit within the criteria for a Type I Organization and who otherwise meet the criteria of this policy and regulation.

2. Organization Membership

A majority of the membership and/or participants of any group or organization requesting use of school facilities pursuant to this regulation must be comprised of residents of Greene County. This restriction excludes the use of certain facilities, as determined by the Superintendent, by qualifying state and national organizations that have a local sponsoring division of such organization.

B. Application and Approval

Any organization or group requesting to use school facilities must first complete and submit to the school Principal or Activities Director an application requesting use of a school facility a minimum of thirty (30) days in advance of the event. Applications must be sponsored by established clubs, societies or organizations that reasonably can be held responsible for the payment of charges, compensation for damages to property and use of the property in reasonable conformity with regulations and restrictions governing facilities use. All groups using School Division fields or gymnasiums for activities not sponsored by the Department of Parks and Recreation must also complete a Greene County Public School Application for Facilities Usage form. These groups will be subject to established key fob deposit, rental and service fees. One person shall personally assume responsibility for representing the organization, government agency, civic organization or non-profit entity.

School property may be leased to individuals provided the County's zoning ordinance or any other ordinance, law, or regulations are not violated and the proposed use is consistent with the terms of this policy and regulation. Commercial use of school property by an organization or individual is not permitted unless approved by the School Board.

The Board authorizes the Principal, Activities Director or designee to approve applications for the use of school facilities that meet the requirements of the Board, its policy and that comply with implementing regulations. The Superintendent or designee shall design such application forms as are required. The School Division reserves the right to deny use of a facility if the application is received less than thirty (30) business days prior to the start of the event. No rental application will be considered more than three (3) months prior to the desired rental date. Greene County Parks and Recreation may submit applications for an entire season in advance. Field rental may be restricted to four days per week or less to allow fields to rest and to provide for informal use.

School Organizations, local government agencies and departments followed by the Greene County Parks and Recreation Department, shall have priority in the use of all school facilities under this policy and regulations.

The Superintendent/designee reserves the right to limit use of School Division facilities during school vacations when facilities are not generally in use and school personnel is available on a limited basis.

School Division facilities are not intended to be permanent locations for Type II organizations. Therefore, a Type II organization using School Division facilities for more than forty (40) days per year for three (3) consecutive years may be required to provide evidence of plans to provide its own facility as a condition of use beyond the third year.

The School Division reserves the right to cancel a rental contract up to ten (10) days prior to a scheduled rental. Use of school facilities will automatically be cancelled when schools close due to inclement weather or emergency conditions. The Superintendent or designee reserves the right to cancel field rental/usage because of weather conditions.

C. Fees

The Superintendent shall establish a schedule of rental and service fees to be charged for use of school facilities. The Superintendent shall have the authority to make adjustments to the fee schedule and to assess fees in addition to the base fees where specific use will increase personnel and operational costs to the school division. The minimum fee schedule and additional adjustments shall be based upon classification of the group or organization, the specific facilities to be used, the approximate cost to the School Division for maintenance of facilities and purpose for which the facility will be used. In general, the following will apply:

1. Type I Organizations

Type I Organizations will not be charged a rental fee. Service fees may be charged to Non-school Type I organizations for use during normal building operating hours if activities do not require supervision or excessive cleanup, as determined by the Superintendent or designee. If excessive cleanup is required, Service fees will be assessed at a rate to established by the Superintendent or designee. Specific custodial needs will be determined by the Superintendent or designee.

Outside of normal operating hours, non-school Type I organizations will be assessed Service fees according to the adopted fee schedule. Specific custodial requirements will be determined by the Superintendent/designee.

2. Type II Organizations

Type II Organizations will be charged a base fee according to the schedule established by this regulation. Additionally, Type II organizations will be charged Service fees according to the schedule established by this regulation based on the personnel demands created by the particular use to be determined by the Superintendent or designee. If the kitchen is to be used, a Food Service employee must be present to ensure safe and sanitary operation of the food service equipment. All organizations will be charged if a

Food Service employee is required. The minimum personnel charge for custodial services or Food Service workers for after hours use will be two (2) hours.

Custodial services shall include unlocking and locking doors, operating ceiling lights, heating and air-conditioning systems, setting up chairs, and normal cleanup. Food Service will depend upon the needs of the organization. Rental of facilities by large Groups or organizations which require the services of more than one custodian will result in additional personnel fees. All fees must be paid in advance, and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment. For prolonged contractual agreements, payments shall be made monthly in advance. Cancellation of a rental must be done at least ten (10) business days before the rental. Cancellation later than five (5) business days will result in the renting organization being assessed two (2) hours Rental fee and two (2) hours Service fees.

D. Use of Athletic Fields and Gymnasiums

The use of athletic fields and school gymnasiums under this regulation shall be scheduled through the Principals working with the William Monroe High School Activities Director. School activities will be given priority in scheduling. School needs will be determined by the Activities Director and Principals. The High School, with the approval of the William Monroe High School Activities Director may designate specific athletic fields for limited use by outside groups because of maintenance needs or use by school athletic teams. The Activities Director, in consultation with the High School Principal, will make all decisions concerning the closure of these fields to use due to weather conditions or for other reasons. The Activities Director will make these decisions for all other school division fields. Groups that do not abide by these decisions may lose the privilege of using school athletic fields. Any in-kind contribution must be requested and approved with the Activities Director prior to any facility usage.

E. Protection of School Property

For use of any facilities, an employee of the School board may be required to be on duty at the school property at times when the school facilities are in use. Greene County Parks and Recreation employees may be used in lieu of School Board employees. No equipment or furnishings may be used or moved without the consent of the employee in charge if such usage is not in conformity with the contracted agreement. The sponsoring organization shall be responsible for crowd control measures, including the employment of police protection when required. Such control shall be arranged in advance by the sponsoring organization when deemed necessary by the Superintendent or designee. All facilities are to be groomed and trash removed after each usage. Alcoholic beverages and

the use of tobacco products in any form will be prohibited at all times on school property. In the event of inclement weather, it will be the judgment of the Activities Director or designee to determine if the facilities can be used. This decision may be rendered 24 hours in advance.

F. Informal Usage of Outdoor School Property

The Board endorses the concept that school outdoor facilities serve a community and district park function in Greene County. It is understood that in general these facilities, excluding bermuda turf fields, will be available for free play or structured use during daylight hours at no cost to Greene County residents, unless such use would conflict with a reserved use as allowed for above or a school need inclusive of maintenance requirements

G. Nondiscrimination by Community Users of School Facilities

The Board will investigate a prompt and equitable investigation of any complaints that any Type I agency, organization, or individual who applies or is permitted to use school facilities engages in discrimination on the basis of disability, sex, or race and reserves the right to deny an application or revoke any permitted use, if the Board's investigation concludes unlawful discrimination occurred.

H. The proposed fee schedule is attached as Exhibit 1.

Adopted: December 11, 1991

Revised: May 16, 2012

Revised: June 25, 2014

Revised: November 8, 2017

**GREENE COUNTY SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Request By	_____
Representing	_____
Address	_____
Telephone	_____
How do you prefer to be contact	_____
Title or Description of Item	_____
Author or Editor	_____
Type of Material (book / film / r	_____

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

YES NO

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

YES NO

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

YES NO

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

YES NO

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

5. Does the general purpose for the use of the material, as described by the school staff or in the BLANK school division's program objectives, seem a suitable one for you?
 YES NO

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

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

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

Other—Explain: _____

7. Are there other materials of the same subject and format that you would suggest for consideration in place of this material? YES NO

If yes, please identify your suggestions.

Signature _____

Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OF INSTRUCTIONAL MATERIALS

1. The staff member initially receiving a complaint about instructional materials will refer the complaint to the building administrator. The complainant will be informed of the particular place the questioned materials occupy in the educational program and their intended usefulness. The administrator may involve appropriate division personnel in the explanation of the materials selection procedure, criteria, and the qualifications of those persons selecting the materials.
2. In the event the person making an objection is not satisfied with the initial explanation, he/she may submit a written request for recommendation with the Superintendent. All formal objections to instructional materials must be made on the appropriate form (see following pages) and filed by a resident of the school division. Within 10 business days, the Superintendent, or persons designated by the Superintendent, will file the form with the reconsideration committee for re-evaluation.
3. The reconsideration committee will meet in open session and distribute copies of the completed request form; distribute copies of the challenged materials as available; give the complainant or group spokesperson an opportunity to talk about the request; and provide reputable professional views of the materials, when available. At a second or subsequent meeting, the committee will make its recommendation in open session. The committee's final recommendation may be to take no removal action or to remove all of part of the challenged materials from all or part of the school environment. The written recommendation and its justification will be forwarded to the Superintendent.
4. The Superintendent will consider the committee's recommendation and make a decision. The Superintendent's decision will be forwarded to the board. Upon review by the board, the Superintendent will notify the complainant by letter to the division's action.
5. If the complainant is not satisfied with the division's decision, he/she may request that the matter be placed on the agenda of the next regularly scheduled board meeting. The board will decide at that time whether it will conduct a hearing or abide by the original decision.
6. Questioned materials purchased through normal selection procedures will usually remain in use throughout the reconsideration process. In exceptional circumstances, the reconsideration committee at its initial meeting may temporarily suspend use of the materials pending final determination by the committee, Superintendent, and the board.

The reconsideration committee will be made up of the following members: Assistant Superintendent for Instruction, two students selected by the high school building principal (if high school materials are involved); one teacher, one media specialist, one building principal, three to five community members—all appointed by the Superintendent.

Adopted: November 6, 1991