

REVISED POLICIES FOR REVIEW
(CCS Local Policy Updates)
May 1, 2025
School Board Meeting

Current CCS Policy (on CCS Website)	CCS Revised Local RL Copy	Policy Title	CCS Changes/Updates		Date of Last Approval
*New Policy	IIBC - New AI Policy	AI Policy	New AI Policy	Pat Cuomo	N/A
EK	EK-RL Policy Expired/ For Removal	Support Services	Face Coverings - Policy will be removed (<i>This policy will be in force until the pandemic is determined to be over.</i>)	ELT/ Rachel Rasnake	3/3/2022
GA	GA - RL	Personnel Policies Goals	Policy updated to include CCS standards of professional conduct.	Maria Lewis	8/1/2024
IICB-IICC	IICB-IICC - RL	Community Resource Persons/School Volunteers	Policy updated to reflect the CCS volunteer process.	Maria Lewis	6/17/2021
IKEC	IKEC-RL	Promotion and Retention	Policy updated. Cross references updated.	Dr. Katina Otey	6/17/2021
KG	KG-RL	Community Use of School Facilities	Policy updated.	Beth Cheuk, Kim Powell	8/1/2024

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

Purpose: To establish responsible and effective guidelines for the integration of generative artificial intelligence (AI) within Charlottesville City Schools.

Charlottesville City Schools recognizes the transformative potential of generative AI to enhance teaching and learning, as well as streamline school division operations. For the purposes of this policy, generative AI refers to any technology capable of producing content, including but not limited to text, images, audio, and simulated data. We acknowledge that AI tools can be valuable resources for educators, enabling personalized instruction, expanding access to educational materials, and fostering innovative learning experiences.

However, we also recognize the importance of addressing the potential challenges associated with AI, such as inherent biases, concerns regarding academic integrity, and the need to ensure responsible and developmentally appropriate use.

The Superintendent or their designee will provide clear guidance on the appropriate use of AI in the classroom. The role of AI will be emphasized as a tool to augment, not replace either teacher-led instruction or student skill development. This guidance will be implemented through Regulation ###R, which will prioritize:

- **Staff and Student Privacy:** Safeguarding the confidentiality of personal information
- **Academic Integrity:** Promoting ethical practices and preventing plagiarism
- **Developmentally Appropriate Instruction:** Ensuring students receive age-appropriate education on the ethical and responsible use of generative AI

Existing Charlottesville City Schools policies, including the [Acceptable Use of Technology Policy](#) **A and the [Student Rights and Responsibilities](#), apply to staff and student use of generative AI.

Given the rapid evolution of AI technology, this policy and its associated regulation will be reviewed and updated annually to reflect best practices and emerging ethical considerations.

Adopted:

Cross References: IIBEA/GAB Acceptable Computer System Use
 JFC Student Conduct

MASK/FACE COVERINGS FOR STUDENTS, STAFF AND VISITORS

The Charlottesville City Schools administration is aware of the ongoing need for mitigation measures to respond to the COVID-19 pandemic in a manner that allows schools to remain open and operate as safely as possible. Charlottesville City Schools administrators and the School Board will continue to monitor the transmission rates for Charlottesville City and will adjust the policy and regulations as the transmission rate changes.

Students will have the option to wear a mask or not in all CCS buildings, in other CCS facilities, on school property/campus but will be required to wear a mask in a CCS vehicle or bus. Employees shall wear a mask or face covering as described herein in all CCS buildings, in other CCS facilities, on school property/campus, or in a CCS vehicle or bus.

This policy will be in force until the pandemic is determined to be over.

Students

Until there is any revision in guidance regarding masks/face coverings being removed, all students in pre-kindergarten through the 12th grade shall have the option to wear a mask or face covering: (a) while attending school or a school function in any school building, facility, or other area of a school campus, including at the time of school entry and exit; (b) on an approved trip at any location and, in the case of athletic events, at any home or away athletic site. A mask is required when riding in school-provided transportation. For students continuing to wear masks and for all employees required to wear masks, the masks and face coverings must cover the nose and mouth of the student and must not be open at the bottom. While not required, it is still encouraged for students to wear masks and face coverings at all times.

Staff

Until there is a revision in guidance, all employees of the CCS shall be required to wear a mask or face covering while working or attending a school function in any school building, facility, or other area of a school campus and on school transportation. All masks and face coverings must cover the nose and mouth of the employee and may not contain holes, valves, or mesh material. Employees shall wear masks and face coverings at all times, except for the following:

- Employees may remove masks and face coverings for eating and drinking;
- Employees may be exempted from this guidance by the school principal or the Superintendent/Designee due to a documented medical condition or disability of the employee although it is recommended to wear a mask/face covering when possible or
- Employees may remove masks and face coverings on a case-by-case basis for specific instructional needs and other activities, as determined by a teacher or school administrator, in

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which case the teacher or school administrator will utilize six (6') feet or other physical distancing measure as approved by the CCS.

- Employees may remove masks when outside.

Employees who refuse to wear a mask or face covering at school or at a school function under this guidance shall be subject to discipline under School Board Policy, Regulation, and applicable state law regarding the violation of School Board policies and regulations.

Visitors and Vendors

Until there is a revision of guidance regarding masks/face coverings, all visitors and vendors to CCS shall be required to wear a mask or face covering while present in any school building, facility, or other area of a school campus.

Adopted: September 3, 2020

Revised: March 3, 2022

Revised/Expired:

Legal Reference: Virginia Code, Section 22.1-305, Section, 22.1-307

Cross References: GBCA Employee Discipline
JFC Student Conduct
JFCC Student Conduct on School Buses
JHCC Communicable Diseases

PERSONNEL POLICIES GOALS

The Charlottesville City School Board holds as its primary responsibility the education of the students of Charlottesville Public Schools. To that end, the Board, as employer, realizes that the strength and future growth of the public schools depend directly on the contributions made by each employee in the organization toward the education of its students. The Board also knows that high productivity and efficiency result from individual job satisfaction. It is, therefore, the Board's policy to be frank, fair, and honest with personnel and to respect their rights as employees. The Board shall continue to strive to achieve mutual respect in its working relationships. It will insist that its supervisors do all in their power to carry out this objective.

The Superintendent, or his/her designee, is responsible for the appropriate recruitment, staffing, and employee relations of personnel of the Charlottesville City School Division, subject to the exclusive final authority of the School Board, and shall maintain a personnel file system for all employees of the school division.

A. Standards of Professional Conduct

The Charlottesville School Board is committed to establishing an environment conducive to productivity for the benefit of the staff and students. The school board's policy is to recruit and employ highly professional employees with the highest ethical behavior in and outside the workplace.

Therefore, all employees are to:

1. Comply with all applicable school board policies, school board regulations, and state and federal laws and regulations;
2. Serve as role models for the students in the school division. All employees must recognize that as a condition of their employment, they must model legal, moral, and professional behavior, both inside and outside the workplace;
3. Perform assigned duties and responsibilities in a manner that invokes the highest degree of public trust and devote total effort to job duties during work hours;
4. Report to work as scheduled and seek approval from their administrators in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures;
5. Use leave and related employee benefits in the manner for which they were intended and consistent with law, policy, and regulations;
6. Demonstrate respect towards coworkers, supervisors, subordinates, students, parents, and the public;
7. Maintain all confidential information consistent with school board policies and regulations, as well as state and federal laws, regulations, and guidance;
8. Resolve work-related issues and disputes in a professional manner and through established processes;
9. Maintain the qualifications, certification, licensure, and training requirements identified for their position;
10. Use school board resources, including school division funds, time, property, and technology, for authorized purposes only;
11. Meet or exceed established job performance expectations;

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12. Report circumstances or concerns that may affect satisfactory work performance to administration, including any inappropriate activities of other employees;
13. If non-exempt from the Fair Labor Standards Act (FLSA), obtain approval from the appropriate administrator before working overtime;
14. If non-exempt from the Fair Labor Standards Act (FLSA), clock in and out daily (including for lunch) using the school division's electronic timekeeping system. Report any missing entries to the designated supervisor within 24 hours for correction.
15. Work in a collegial and collaborative manner with peers, school personnel or agents, and the community to promote and support student learning;
16. Exhibit respect for all manner of diversity among students, staff, and the community;
17. Dress professionally, neat, clean, appropriate, and safe in the workplace, at school-sponsored activities, and when representing the school division. This recognizes that professional attire may be different for each person's role or a given day's responsibilities.

Please note that the preceding list is not intended to be all-inclusive but illustrates the minimum expectation for acceptable conduct and performance.

B. Employee-Student Relations

At no time should an employee's conduct jeopardize a student's ability to learn. Employees must recognize and establish appropriate boundaries between themselves and students, regardless of the student's age. They must not engage in any behaviors or interactions with students, in person or through any communication media, which could be perceived as inappropriate, intimate, grooming, or harassing. Accordingly, employees shall adhere to the following standards:

1. Employees may use school-division-approved electronic communications with students for legitimate purposes connected to school programs or services, including participation in athletics and extracurricular activities. Any employee-initiated communications must be directly related to a school program or activity;
2. Employees should communicate with students only for official purposes and refrain from communication of a personal nature. Employees shall not provide students with access or invitations to their personal social media accounts, nor should employees access the individual social media sites of students.
3. Employees shall not cause any student to miss instructional time or school-sponsored activities for non-educational purposes;
4. Employees shall not assist or encourage the student's use of unhealthy or controlled substances such as tobacco, vaping, alcohol, or drugs. In addition, employees should not attend any function where students have or are using such substances;
5. If students require transit, CCS transportation should be used whenever possible. Employees shall not allow a student to ride in or drive with or in an employee's vehicle without the knowledge or consent of the student's parent/legal guardians and appropriate supervisor;
6. Employees shall not purposefully meet with students outside school or school activities except when the activity is open to the public such as concerts or events;
7. Employee shall not help a student falsify or conceal information impacting the student's health, safety, or welfare;
8. Employees shall not solicit, propose, participate in, or arrange any intimate, romantic, or sexual relationship with any current CCS student.

Any employee who possesses knowledge or evidence of possible violations of the policy must immediately make a report to their building administrator/supervisor, senior leadership team, or the Director of Human Resources. Employees who have reason to believe, or are advised by other staff or supervisors, that their interactions with a student(s) may be viewed as inappropriate, unduly familiar, intimate, grooming, or sexual shall take all reasonable measures to immediately correct the same, including termination of any electronic or other non-school related communication. All employees who know or have reasonable cause to suspect child abuse or harassment shall immediately report that alleged violation per the Code of Virginia. Employees may be disciplined for failing to make such reports, including termination.

This policy aims to protect students from harm and employees from misconduct allegations by requiring employees to maintain professional boundaries with students. CCS does not intend to interfere with or impede appropriate interactions between employees and students.

This policy does not limit employees' communication with their children, stepchildren, other persons living within the employee's home, or students related by birth or marriage who are students of the school division.

C. Disciplinary Action

This policy aims to set forth the guidelines for expected conduct and assist employees in understanding their responsibilities and roles as school board employees. Failure to comply with expected conduct, conditions of employment, and job responsibilities may result in guidance and discipline, up to and include dismissal, recommendation of license revocation (where applicable), and referral to appropriate authorities.

1. Disciplinary action shall be fairly and consistently applied and shall be taken only for good reason;
2. The severity of the misconduct shall determine the seriousness of the disciplinary actions.
3. When appropriate, verbal counseling will first be used to correct employee conduct. Such actions are not grievable;
4. Generally, formal disciplinary actions shall be progressive, ranging from a written reprimand to a recommendation for dismissal when corrective behavior fails to occur;
5. Progressive discipline is not always appropriate, and supervisors may recommend a more or less stringent action based on the severity of the violation, including dismissal and other appropriate action for the first offense.

D. Conduct Outside of the Workplace

The school board recognizes that employees retain the right to keep their personal lives separate from their positions as school board employees. Yet, due to the unique position that school board employees serve in the community as role models, leaders, and caretakers for the school division's students, certain conduct is inconsistent with employment with the school board.

Applicants who have convictions for violent felonies, offenses involving sexual molestation, physical or sexual abuse or rape of a child, crimes of moral turpitude, or founded cases of child abuse or neglect will

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not be eligible for employment by the school board. Current employees who are convicted of any of the above-noted crimes or have founded cases of child abuse or neglect shall be recommended for termination and may be terminated from employment by the school board.

Other conduct that jeopardizes the school board's or community's trust in the employee's ability to perform his/her duties may be the basis for disciplinary action. Examples of such conduct include, but are not limited to, drug or alcohol abuse that becomes open and notorious; plea bargains for lesser crimes after being charged with crimes that would disqualify any employee from employment; misuse of school board property; intentional conflicts of interests; interference of ersonal mattes with performance of duties; and inappropriate social networking activities on internet sites or other public mediums. In such cases, the school board reserves the right to take disciplinary actions that promote the integrity and safety of the staff and students.

E. Policy Regarding Job Assistance for Certain Persons

The personnel policies shall be reviewed annually. Suggestions will be sought from staff members in the revision of personnel policies. Revisions and additions shall be subject to approval by the School Board.

The goal of the employment policies and practices of the Charlottesville City School Board is to promote the employment and retention of highly qualified personnel to effectively serve the educational needs of students.

No employee, contractor or agent of the Charlottesville City School Board may assist a school board employee, contractor or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the employee, contractor or agent knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of law. This prohibition does not apply if the information giving rise to probable cause

1.
 - A. has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct and
 - B. has been properly reported to any other authorities as required by federal or state law, including Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and the regulations implementing it, and
2.
 - A. the matter has been officially closed, or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor in violation of law;
 - B. the school employee, contractor or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

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- C. the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

Adopted: March 20, 2008

Revised: June 25, 2013

Revised: June 20, 2017

Revised: June 19, 2018

Revised: August 1, 2024

Revised:

Legal Ref.: 20 U.S.C. § 7926.

Code of Virginia, 1950, as amended, § §§ 22.1-79.8, 22.1-295.

Cross Refs.: AC Nondiscrimination
GAE Child Abuse and Neglect Reporting
GB Equal Employment Opportunity/Nondiscrimination
GBL Personnel Records
GBN Staff Hiring Procedure

COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

The Charlottesville City School Board supports and encourages the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. The administration of each school directs the activities of parents, volunteers and other community resources at the building level.

Although not employees, volunteers must complete a series of steps before engaging in volunteer activities within the division. Volunteers are divided into levels based on the degree of student supervision. All volunteers are expected to adhere to all School Board approved policies.

Definitions

1. Visitor. Any community member who attends events within the division without providing direct support to students.
2. Volunteer. Any community member providing direct support to students in an unpaid capacity.
 - a. Level 1 Volunteer. Level 1 volunteers assist once or in an ongoing manner for CCS events or activities without the requirement or opportunity to supervise students.
 - b. Level 2 Volunteer. Level 2 volunteers may supervise or monitor students without the direct supervision of a CCS staff member.

Requirements for Onboarding

1. Volunteers must satisfy onboarding requirements based on volunteer level.
2. CCS will maintain a Volunteer Handbook with up-to-date requirements for volunteers based on volunteer level.
3. Level 2 Volunteer requirements must include:
 - a. Documented completion of Mandated Reporter training is recommended but optional for recognizing and reporting child abuse and neglect.
 - b. Satisfactory completion of a background check in compliance with Policy GCDA: Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect.
4. Requirements must be satisfied annually.

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Supervision of Volunteers

1. CCS will identify a staff member to coordinate volunteer efforts divisionwide.
2. For each event or activity in which volunteers are utilized, a staff member must be designated as the Volunteer Supervisor.
3. It is the responsibility of the Volunteer Supervisor to ensure that volunteers' roles and expectations are defined and adhered to.

Adopted: March 18, 2004

Reviewed: April 17, 2008

Revised: June 25, 2013

Revised: June 20, 2017

Reviewed: June 17, 2021

Revised:

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

8 VAC 20-131-270.

Cross References:

AD	Educational Philosophy
IGBC	Parent and Family Engagement
IICA	Field Trips
GAE/JHG	Child Abuse and Neglect Reporting
GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect.
KA	Goals for School-Community Relations
KK	School Visitors
KN	Sex Offender and Crimes Against Minors Registry Information
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

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PROMOTION AND RETENTION

The School Board recognizes that decisions affecting a student's grade level assignment, especially decisions to retain a student, may have long-lasting effects on the student's future success in school. For instance, research indicates that students who have been retained two or more times are more likely to drop out of high school than are students who have never been retained. Therefore, the School Board expects that any decision to retain a student in the same grade level be made following considerable deliberation and consultation.

A. Promotion

Elementary school students. An elementary school student shall be promoted to the next grade level if they demonstrate satisfactory performance in both reading and mathematics in the current grade level, as determined by the student's teacher(s) in accordance with grading practices outlined in Policy IK and Regulation IK-R.

Middle school students. A middle school student shall be promoted to the next grade level if they pass both language arts and mathematics, and either science or social studies. To be considered for promotion a student not meeting such requirements must successfully complete a pre-approved summer academic program. This program, which requires permission by the Building Principal, will determine promotion, retention or placement as a result of the outcomes of the summer academic program. A middle school student who does not receive a passing grade in any high school credit-bearing class- including Algebra I- shall be promoted to the next grade level if they have met all other requirements for promotion.

High school students. For high school students, promotion refers to a student advancing from one class designation to the next (ninth-grader, tenth-grader, eleventh-grader and twelfth grader) after having satisfied all requirements for advancement. While designation as a ninth grader, tenth-grader or eleventh-grader is based solely on the number of credits earned, designation as a twelfth-grader is based on the number of credits earned, the types of credits earned, as well as other requirements. This supports the student's path to on time graduation.

B. Retention

Elementary school students. An elementary school student may be retained if the student did not demonstrate satisfactory performance in reading and/or mathematics, as determined by the student's teacher(s) in accordance with grading practices in Policy IK and Regulation IK-R. However, prior to retaining an elementary school student, the principal shall consult with the student's classroom teacher and parents. The principal may also consult with other instructional staff who are familiar with the student. A principal shall have the authority to promote an elementary school student despite the fact that the student did not demonstrate satisfactory performance, as provided for in Section C.

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An elementary student who was retained and who- prior to the beginning of the next school year- attends a summer session course or participates in other remediation efforts in the subject area that was the basis of the student's retention, shall be reconsidered by the principal or the principal's designee to determine if the student's skills in that subject area have improved. Such reconsideration is required only where the student's parent has, prior to the beginning of the next school year, notified the principal that the student has participated in such remediation and has provided adequate documentation of the same. Adequacy shall be determined in the sole discretion of the principal or the principal's designee. Upon receiving timely notice and adequate documentation from the student's parent, reconsideration shall occur not later than the first full week of school for students in the next school year. If the results of any such reconsideration indicate improvement, the principal shall determine whether or not the student's skills have improved sufficiently to justify advancing the student to the next grade level. The principal shall have the final authority to retain the student or promote the student to the next grade level.

Middle school students. A middle school student may be retained if the student did not pass both language arts and mathematics, and either science or social studies. However, prior to retaining a middle school student, the principal shall consult with one or more of the student's classroom teachers and parents. The principal may also consult with other instructional staff who are familiar with the student. A principal shall have the authority to promote a middle school student despite the fact that the student did not pass all required subjects, as provided for in Section C. The final decision to retain or promote a student shall rest with the principal.

A middle school student who is retained, but subsequently passes the required courses in summer session, shall be promoted to the next grade level.

A middle school student who does not receive a passing grade in any high school credit bearing class- including Algebra I- shall be promoted to the next grade level if they have met all other requirements for promotion.

High school students. A high school student shall not be advanced to the next class designation if they failed to earn a sufficient number of credits, or failed to satisfy all other requirements that apply.

C. Administrative placement

The School Board recognizes that it is occasionally necessary for a principal to promote an elementary or middle school student to the next grade level notwithstanding the fact that the student has not met the necessary promotion requirements set forth in Section A of this policy. Under such circumstances, a principal has the authority to promote an elementary or middle school student based on the principal's review of relevant information.

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D. Notice of Possible Retention to Parents

Notice requirements. To keep parents informed, instructional staff shall identify students at risk of retention or course failure early in the school year and consult with the principal or designee. Teachers will then notify parents or guardians, and if concerns persist, the principal or designee will provide written notice. At the elementary level, this notice should ideally be sent by the end of the second grading period. For middle and high school students, written notice will be sent as early as possible based on individual circumstances.

Adopted: July 16, 1998
Revised: March 18, 2004
Revised: April 17, 2008
Reviewed: June 25, 2013
Reviewed: June 17, 2021
Revised:

Legal References: (1994) § 22.1-253.13:4

8VAC 20-131-30
8VAC 20-131-270
8VAC 20-131-280

Cross References:	<u>IK</u>	<u>Reporting Student Progress and Grades</u>
	<u>IKEB</u>	<u>Acceleration</u>
	<u>IKFD</u>	<u>Alternative Paths to Attaining Standard Units of Credit</u>
	<u>IKH</u>	<u>Retaking SOL Assessments</u>
	<u>IL</u>	<u>Testing Programs</u>
	<u>JO</u>	<u>Student Records</u>
	<u>JOA</u>	<u>Student Transcripts</u>

SCHOOL-COMMUNITY RELATIONS

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COMMUNITY USE OF SCHOOL FACILITIES

The School Board may permit the use of school property by members of the community when such use will not impair the efficiency of the school.

The School Board permits the use of school facilities by non-commercial community groups and organizations outside of school hours, and when such use will not impair the operations of the schools. The School Board shall approve fees for the use of school facilities. Groups and organizations affiliated with the school division (such as PTOs) or the City of Charlottesville (such as the Department of Parks and Recreation) will be given priority for the use of school facilities. School facilities shall not be used for partisan political purposes, including campaign events. However, school facilities may be used for civic events such as political debates, candidate forums, or visits by elected officials in connection with government or school division business or as part of the curriculum.

The superintendent shall develop guidelines and applications for the use of school property. Requests for the use of any school facilities shall be made to the superintendent or superintendent's designee. The superintendent shall report actions taken under this policy to the School Board at the end of each month.

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

Adopted: August 6, 1998
Revised: February 21, 2008
Revised: July 5, 2012
Revised: June 20, 2017
Revised: August 1, 2019
Revised: August 1, 2024
Revised:

Legal Refs.: 20 U.S.C. § 7905

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-79.3, 22.1-131, 22.1-132.01.

Cross Refs.:	DN	Disposal of Surplus Items
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	IGDA	Student Organizations
	IIBEA/GAB	Acceptable Computer System Use
	KF	Distribution of Information/Materials

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Sales and Solicitations in Schools
Public Conduct on School Property