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STAFF - COMMUNITY RELATIONS

The Board of Education requires any written communication other than routine correspondence such as progress report, etc, from teachers to parents, news media, or the general public, have prior approval of the principal. Personnel other than those responsible directly to a school principal shall be required to have such communication approved by their immediate superior.

PARENT INVOLVEMENT PROCEDURES AND POLICY

Recognizing the importance of the school and home partnership, and in accordance with the No Child Left Behind Act of 2001, the Phenix City Board of Education will provide numerous opportunities for meaningful parental involvement. The commitment to the school/family partnership will be enhanced at the district level through the active engagement of the parent coordinator, the federal programs director, and the community affairs coordinator. Each local school principal and staff will make a concerted effort to adhere to all policies and procedural requirements related to parental involvement as outlined in local, state, and federal documents of guidance.

Annually, each local school will prepare and distribute a Parent/Student Handbook. The district will publish and distribute to the community a quarterly newspaper (The Phoenix). Parent Compacts will be prepared, discussed, and signed by parents of Title I students as a formal partnership agreement designed to support and help improve student achievement. A Needs Assessment will be conducted in each school for parents of Title I students. Based on these findings, and in consultation with a parent representative from each school, a district and local school Parent Involvement Plan will be developed and implemented. Additionally, parent conferences, meetings, workshops, and informational sessions will be provided in each school. Furthermore, parents will be asked to serve on advisory committees, i.e., textbooks, SACS, school improvement, budget development, etc.

The superintendent will provide written notification as required by Title I, Part A, Section 1111 (h)(6), Parent's Right to Know regarding the qualifications of classroom teachers as specified in the No Child Left Behind Act of 2001. In the event that a school fails to meet the state standards, and is identified for school improvement by the State Department of Education, all of the parents of the students enrolled in that school will be provided the required information related to Public School Choice and Supplemental Educational Services as outlined in the Phenix City Board of Education Policy and in compliance with the No Child Left Behind Act of 2001.

These regulations and the requirements outlined on the Parent Involvement Plans were developed in consultation with parent representatives. To continuously facilitate open lines of communication at the district level, an annual Title I parent meeting will be held to evaluate and assess the effectiveness of Title I as well as discuss and solicit input for future planning.

USE OF SCHOOL FACILITIES

The Board believes the functions of school buildings and grounds should be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social, and recreational needs of communities.

Use of school buildings by the community shall be considered a secondary function and shall be scheduled at times which do not interfere with regular school activities.

The use of school facilities by individuals or groups shall be governed by a signed use agreement between the individual or group and the Board. The use agreement shall contain, but is not limited to, the following:

1. A harmless statement having the effect of holding the Board free from any liability arising from the negligence of the party using the facilities.
2. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance identifying the Board and its members as additional insured. A certificate verifying the purchase of such insurance should be presented to the Board at least twenty-four (24) hours prior to use of the facilities.
3. A statement that the individual or group lessee shall assume all responsibility for damages and/or maintenance expenses invested in the building, directly or indirectly resulting for lessee's use.
4. The Board shall direct the Superintendent to develop administrative rules and regulations governing the use of school facilities.

The Board owned or controlled facility will not be used in any manner not covered under liability insurance purchased by the Board.

Ref: Ala. Code 16-8-12, 16-10-11, 16-8-8, 16-8-9, 16-11-9, 16-11-11, 16-11-12, 16-12-3(a), (b), Westside Community Board of Education v. Mergens, 58 U.S.L.W. 4720 (June 4, 1990).

PHENIX CITY BOARD OF EDUCATION

**POLICY, RULES, AND REGULATIONS CONCERNING THE USE OF
SCHOOL BUILDINGS FOR NON-PUBLIC SCHOOL PURPOSES**

A. Policy Concerning Use of Buildings

1. The functions of school buildings shall be to accommodate regular day school programs for boys and girls and to assist in meeting the educational, cultural, civic, social, and recreational needs of communities.
2. The meeting of community needs shall ne considered a secondary function; therefore, use of school buildings to meet community needs shall not seriously interfere with day school programs for pupils.
3. Principals shall make provisions for adequate, competent, and responsible supervision of school buildings while in use by recognized non-profit community groups.
4. School buildings and grounds currently in use for regular day school and community purposes shall not be used for partisan political purposes or for religious purposes, which are sectarian in character, or for personal or private gain.
5. The superintendent shall have authority to permit or deny for good cause a legitimate community group or citizens or a community organization to use school facilities and grounds for activities related to civic programs, and he may delegate this authority to the principal when he deems it expedient. When permission is granted, the superintendent shall require appropriate safety and fire protection measures and shall collect the expenses for utilities and custodial services and any other costs. School facilities and school activities shall not be used for commercial purposes or for private gain.
6. In case of a natural disaster or national emergency, such organizations as Civil Defense and American Red Cross shall have use of any school facilities that may be needed for the benefit of the public.

7. School buildings shall not be used to accommodate private interest groups except those sponsored by the school or some organization which is a part of the school.
8. Pupils shall not smoke in school buildings nor on school grounds where local school rules prohibit it. Pupils and adults, including employees of the board and visitors to our schools, shall not smoke in school buildings and on school grounds.
9. Alcoholic beverages shall not be drunk, displayed or served in or near public school buildings.
10. All fees from rentals on school buildings shall be held in a special earmarked account by the principal, and the funds derived from said rentals shall be used to defray expenses incident to the servicing of rental programs and the cost of maintaining school facilities; costs considered necessary by the superintendent to meet the needs of school programs—needs which cannot be satisfactorily met by using regular school funds.
11. Educational, cultural, civic, social and recreational programs which are sponsored by local non-profit organizations without admission charge may be held in school buildings without rental charge if approved by the principal and if the responsibilities for supervision and janitorial services can be handled through regular channels. In instances where supervision and/or cleaning must be paid for extra, the local sponsoring organization shall bear the actual cost of such services, paying same to the principal. Such deposit shall have an attached payroll setting forth persons to be paid.

B. Rules Governing Use of Buildings

1. The school auditorium and classrooms are designed primarily for school purposes and may be used without charge for meetings of pupils, meetings for the benefit of teachers, P.T.A. associations and organizations affiliated directly with the schools and entertainment for the benefit of the school given by student organizations organized by school authorities.
Such meetings shall have precedence over all others, and may be held by arrangement with the principal, who shall assume responsibility therefor and either be present in person or represented by responsible teachers.

2. The use of classrooms, lunchrooms, auditoriums, gymnasiums, and other school facilities by the public is permitted for meetings of an approved educational, civic, or musical nature, intended to promote the public welfare and not conflicting with the aforementioned uses or the regular work of the school.
3. The school building may not be used for private or individual gain.
4. The building shall not be opened before 5:00 p.m. for evening use and time shall be so arranged that the building can be closed not later than 11:00 p.m.

Proper supervision in the building, satisfactory to the superintendent of schools, or his representative, shall be provided at their own expenses by those engaging the use of the facilities, and in case of any damage to school property, by those using the facilities, the cost of necessary repairs shall be paid before further use shall be granted to the persons or organization responsible for such damage. No meeting shall be held until the designated school authority has received satisfactory assurance that proper supervision will be provided.

5. Application for public use of school accommodations shall be made on the prescribed forms which may be secured at the office of the principal or superintendent of schools and filed at least three days prior to the proposed meeting date.
6. The application must be signed by a responsible citizen who shall agree thereby to be personally responsible for any damage to property other than ordinary wear and tear due to such occupancy, and for the observance of these rules and regulations.
7. When permission is granted, the principal of the building, or his representative, shall have charge of heating, lighting, and ventilating the parts used and assist as he may be able in preserving order on the school premises and preventing damage to school property. He shall see that the room is prepared for occupancy and that it is cleaned afterwards. Any other janitorial services must be provided at the expense of those engaging the building.
8. The use of fire is prohibited inside the building and smoking **is prohibited in school buildings and on school grounds**. The use of alcohol is prohibited in or near a school building by state law and board policy.

9. Whenever the auditorium or other rooms are used, sufficient supervision, including police attendance, if necessary, shall be provided by those to whom the accommodation is granted to insure good order, the protection, if necessary, the observance of these rules and regulations, and the prevention of people wandering over the building or being on the school premises than in the rooms engaged and their direct approaches.
10. If the auditorium is engaged and stage scenery or props of any type are used, competent help is to handle same shall be provided by those to whom the accommodations are granted.
11. Applications for use of the school plant shall be acted upon by the superintendent (and/or his representative) and the school principal who may require any information of applicant, may reject any application and may cancel any permit previously issued.
12. When approved, a copy of the application will be returned to the persons or organization making such application.
13. No permission shall be granted to occupy the school building other than as stated herein except as approved by the board of education policy or as otherwise approved by the board.

C. Charges for Use of School Facilities

For non-school related meetings held on the evenings and afternoons after school hours and on weekends a rate shall be in effect for the use of the facilities as follows:

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| 1. | Classrooms | \$ 15.00 per use |
| 2. | Cafetorium | \$ 150.00 per use |
| | a. for practice / rehearsal | \$ 100.00 per use |
| 3. | Gymnasium | \$ 300.00 per use |
| | a. for practice / rehearsal | \$ 150.00 per use |
| 3. | Auditorium | \$ 300.00 per use |
| | a. for practice / rehearsal | \$ 150.00 per use |

ADVERTISING IN THE SCHOOLS

The Board of Education shall not permit any commercial advertising to be announced, distributed, or otherwise promoted in or through the schools without the approval of the principal.

Personnel shall not furnish the names and addresses of teacher, pupils, or parents for any reason.

No advertisement shall be read or distributed in the school rooms or on the school premises without prior approval of the Superintendent.

VISITORS TO THE SCHOOLS

The Board of Education welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Special programs and visiting days shall be planned throughout each school year to provide opportunity for such visits.

Principals shall be responsible for establishing procedures that will ensure the proper protection of instructional time and the welfare of the students. All visitors, however, shall report to the principal's office immediately upon coming onto school grounds for their visit.

Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If possible, all visits shall be pre-arranged. Principals shall be authorized to take actions necessary to deal with unauthorized visitors.

Ref: Ala. Code 16-11-9, 16-11-18.