

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS 9.10

- I. Each Chickasaw City School System principal is encouraged to cooperate with parent and school support groups. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.
- II. Parent-Teacher Groups - The City of Chickasaw Board of Education considers parent-teacher groups as auxiliaries to the public schools and not as "outside" groups. Whenever a local parent-teacher group is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the group in every way practicable. Meetings of these groups may be held in the school building with the permission of the school principal without the necessity of the lease required of "outside" groups.
- III. **Booster Clubs-** It shall be the policy of the City of Chickasaw Board of Education to work with and encourage the support of band, academic, and athletic booster clubs.
 - A. All booster club activities shall be authorized by and coordinated with the school principal.
 - B. If Booster Club funds are a part of the local school's finances, then all funds shall be accounted for by the school principal; all purchases shall be approved by the school principal.
 - C. All decisions concerning personnel employed by the City of Chickasaw Board of Education shall be strictly reserved as a City of Chickasaw Board of Education matter and shall not be the prerogative of booster clubs.
 - D. Any person paid solely by a citizen group or booster club must be approved by the Superintendent prior to being permitted to work with students in the local schools.
- IV. The Chickasaw City School System administration shall appoint a federal program advisory council, a career-technical council, and other appropriate parent advisory committees/councils as needed.

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STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3, 36-25-1 et seq.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01(2-3)

HISTORY:

ADOPTED: 2012

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LEA PARENT INVOLVEMENT

9.14

The Chickasaw City School System's Parental Involvement Programs, Activities and Procedures shall be planned and implemented to include meaningful consultation with parents of all students. The LEA and all schools shall be in accordance with the requirement of the *No Child Left Behind Act of 2001*.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3
No Child Left Behind Act of 2001

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(2)(a)

HISTORY:

ADOPTED: 2012

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PARENT INVOLVEMENT: FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

9.15

- I. The Chickasaw City School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Chickasaw City School System will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title III, Title IV, Title VI, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.
- II. The Chickasaw City School System will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs which include the following:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Communication between home and school includes conferences, telephone conversations, parent involvement meetings, written resource materials, community and system-wide surveys and needs assessments.
 - C. Responsible parenting is promoted and supported.
 - D. Family literacy and parenting skills are emphasized.
 - E. Parents play an integral role in assisting student learning.
 - F. Parents help their children meet challenging state and local content and achievement standards.
 - G. Parents are welcome in school and their support and assistance are sought.
 - H. Opportunities to volunteer are frequently communicated.
 - I. Parent participation on advisory committees strengthens program review, planning and improvement.
 - J. Parents are full partners in the decisions that affect children and families.

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- K. Community resources are utilized to strengthen school programs, family practices and student learning.
- III. The Chickasaw City School System will communicate parental choices and responsibilities to parents.
- IV. The Chickasaw City School System will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the professional development plan.
- V. The Chickasaw City School System will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
 - A. To determine the effectiveness of increasing parent participation;
 - B. To identify barriers to greater parent participation; and
 - C. To report the findings to the State Department of Education.
- VI. The Chickasaw City School System will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-11-9, 16-12-3
No Child left Behind Act of 2001**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(2)(a)

HISTORY:

ADOPTED: 2012

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PUBLIC INFORMATION/RELATIONS

9.20

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the City of Chickasaw Board of Education:

- I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.
- II. To seek advice and opinion of the people of the community.
- III. To require Chickasaw City School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Chickasaw City School System as a whole shall be approved by the Superintendent or designee.
- IV. Media requests for interviews with minor students will be denied unless parental permission is given.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-3-11' 16-11-9, 16-12-2

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: 2012

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USE OF FACILITIES

9.30

- I. General Policy
 - A. The City of Chickasaw Board of Education 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. The Board of Education affirms that school functions are the first priority for use of school facilities.
 - B. 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.
- II. Use Agreement – The Chickasaw City Board of Education shall direct the Superintendent to develop administrative rules and regulations governing the use of school facilities. 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:
 - A. A "hold harmless" statement having the effect of holding the Board free from any liability arising from the negligence of the party using the facilities.
 - B. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance indemnifying 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.
 - C. A statement that the individual or group lessee shall assume all responsibility for damage and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee's use.
 - D. Board approval is required for activities requiring the use of the facilities for more than one (1) week.
 - E. Set construction will only be allowed in the designated space. Any/all sets that may change or alter the stage or surroundings will be prohibited.
- III. The City of Chickasaw Board of Education owned or controlled facility will not be used in any manner not covered under liability insurance purchased by the Board.

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IV. Limited Open Forum - Equal Access

- A. Non-curriculum related student organizations shall have the same opportunity to use school facilities as any other student organization, regardless of religious, political, philosophical, or other content of the speech at such meetings, subject to the right and obligation of the Board to maintain order and discipline on school premises and to protect the well-being of students and faculty.
- B. The principal of the school may approve use of the school facility by a non-curriculum related student organization provided that:
 - 1. The meeting occurs during non-instructional time and is attended by a school employee/designee who shall provide general supervision.
 - 2. The meeting is voluntary and student-initiated. Only students enrolled in the school may request the meeting.
 - 3. The meeting is not sponsored by the school, the Board, or employees thereof.
 - 4. The presence of Chickasaw City School System authorities or Board employees at any religious meeting is non-participatory in nature. The presence of school employees is for observation only.
 - 5. The meeting does not interfere with regular instructional activities of the school.
 - 6. The meeting shall not be directed, conducted, controlled or regularly attended by non-school persons.
 - 7. The non-curriculum related student group shall not use the school name, school mascot name, or any name that might imply school sponsorship.
- C. No school employee shall be compelled to attend a meeting of any student organization if the content of the speech at such meeting is contrary to the beliefs of the employee.
- D. Any student organization seeking to meet on school property during non-instructional time shall submit a written application to the school principal. Application shall include the following information:

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1. The name of the organization.
 2. A general statement of the purpose of the organization.
 3. A description of the qualifications for membership, if any.
 4. A statement that the students understand and agree to comply with this equal access policy.
 5. A proposed schedule of meetings and activities.
- E. The principal shall deny approval to any organization whose purposes, qualifications for membership, or proposed activities are unlawful.
- F. Failure to comply with this policy shall be grounds for revocation of the right to continue to conduct meetings under this policy.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-1-25, 16-10-11, 16-11-9, 16-11-11, 16-11-12, 16-12-3(a)

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: 2012

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ADVERTISING IN SCHOOLS

9.40

Chickasaw City School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall City of Chickasaw Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- V. Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01(3)(a)

HISTORY:

ADOPTED: 2012

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DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

9.50

- I. Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Chickasaw City School System students.
- II. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Chickasaw City School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

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VISITORS

9.60

Any person entering the premises of a Chickasaw City School System school shall report to the principal or designee and make known the purpose of the visit.

I. This policy does not apply to routine deliveries or scheduled maintenance visits. II.

The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.

III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.

IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.

V. Any person who enters or remains upon Chickasaw City School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-9, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(a)

HISTORY:

ADOPTED: 2012

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RELATIONS WITH GOVERNMENTAL AUTHORITIES 9.70

- I. The City of Chickasaw Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.
- II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors; final action shall be subject to Board review and approval.
- III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.
- IV. Formal agreements shall require Board approval. The City of Chickasaw Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.
- V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

STATUTORY AUTHORITY: CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED: CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT: §290-4-1-.01(2)

HISTORY: ADOPTED: 2012

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

PUBLIC GIFTS TO SCHOOLS

9.80

The City of Chickasaw Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

- I. Equipment contributed to the schools becomes the property of the City of Chickasaw Board of Education and is subject to the same controls and regulations that govern the use of other Board property.
- II. Contributions of equipment or services that may involve major costs for installation or maintenance, or continuing financial commitments from school funds shall be presented by the Superintendent to the City of Chickasaw Board of Education for consideration and approval.
- III. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.
- IV. All employees in a position to receive gifts in the name of a school or the school system shall apply a test of "reasonableness" to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-3-29, 16-3-30, 16-3-31' 16-11-9, 16-11-11' 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-01(3)

HISTORY:

ADOPTED: 2012

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| PUBLIC COMMENTS

9.90

Delegates are permitted to address the Board at all regular Board meetings. No delegations shall be permitted during special meetings, unless the Board votes to suspend the rules to allow them. The delegate shall be allowed a maximum of five (5) uninterrupted minutes to make his/her presentation. The delegate shall present his/her views, concerns, suggestions and recommendations in an objective manner, free of profanity and obscenity. One person at a time is allowed to speak at the podium. If more than one person/group wants to speak on the same issue, please designate one person to speak at the podium. The character, reputation or good name of an individual shall not be discussed in an open Board meeting.

I. Complaint Procedure

A. The City of Chickasaw Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, learning materials or other school matters is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

B. The Chickasaw City Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. Complaints which involve the "good name" or "character" of an individual shall be heard in executive session as allowed by the Alabama Open Meetings Act.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1

HISTORY:

ADOPTED: 2012