

## **CHAPTER 9.00**

# **SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

**PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS 9.01**

Each school principal is encouraged to cooperate with parent and school support groups in the District. 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.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, F.S.

**HISTORY:** ADOPTED: \_\_\_\_\_  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY:

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**PUBLIC INFORMATION**

**9.02**

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 School Board:

- 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 School District.
- III. To require each school and the District staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system; provided, that any news release by a particular school be approved by the principal, and that any release relating to the District as a whole shall be approved by the Superintendent.

**STATUTORY AUTHORITY:** **1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1001.51, F.S.**

**HISTORY:** **ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY:**

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### USE OF FACILITIES

9.04\*+

The principal may approve the use of school property, facilities, and equipment for any group provided herein. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The principal shall be responsible for safeguarding the school property, facilities, and equipment, enforcing and informing groups of School Board rules, administrative guidelines as contained in the *Facilities Handbook*, executing proper forms, and collecting payments.

- I. Use of School Property Without Charge - The Superintendent may authorize the use of school facilities without charge, except as may be required for supervision or clean-up. If the principal is unsure about the eligibility of the organization to use facilities without charge, the matter shall be referred to the Superintendent for resolution. School facilities may be made available to:
  - A. National youth groups, e.g., scout groups operating under the sponsorship of a county organization provided the group is properly supervised. District use agreements may be executed with the community organization for all schools or for an individual school.
  - B. The Supervisor of Elections for voting precincts in any election provided the election does not interfere with the school's operation.
  - C. Any governmental or community agency when specifically approved by the School Board as being in the public interest.
- II. Use of Facilities With a Charge - The principal may permit the use of school facilities by a civic, religious, or community organization for nonschool activities on a specific, temporary, or short-term basis. The following conditions shall apply:
  - A. The payment of the fee shall be in accordance with section III. herein.
  - B. School Board approval, upon the principal's recommendation, shall be required for repetitious use for a period of more than six (6) months.
  - C. Sufficient supervision and adequate custodial service of the school facility shall be determined by the principal.
  - D. The use of the cafeteria shall require written permission from the principal. If the kitchen is used, written permission shall also be obtained from the food service division. The use of school food service facilities shall require

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that the kitchen be operated by a food service employee(s) or School Board employee.

- E. Payment for custodial and other required services shall be made directly to the School District by the organization. These fees shall be in addition to the standard usage fee.
- III. Fees - Fees shall be charged for each hour of use of school facilities when an admission fee is charged or a financial profit is expected for the event or when the principal deems charges as appropriate. These fees do not include charges for custodial, supervisory, and other required services or for any damages to the facility, furnishings or equipment which an organization may be required to reimburse the District. Hourly fees shall be obtained from the approved charge list on file in the District office.
- IV. Payment of Required Fees - Fees as specified in section III. herein shall be paid in advance for use of facilities. Full reimbursement for custodial, supervisory, and other required services or for damages to the facility, furnishings, or equipment shall be paid within ten (10) days of billing. Checks shall be made payable to the individual school.
- V. Liability and Insurance Coverage - Each organization utilizing school facilities shall
  - A. Agree to hold the School Board harmless from any liability which the School Board may accrue as a result of use;
  - B. Provide general liability insurance coverage in the amount of at least one million dollars (\$1,000,000.00) naming the School Board as an additional insured; and,
  - C. Execute a form of indemnity agreement as prescribed by the Superintendent.
- VI. Prohibited Uses of School Facilities - School property, facilities, and equipment shall not be used for the following purposes
  - A. Commercial or personal gain;
  - B. Programs involving any form of gambling or other illegal activity;
  - C. Private teaching for personal gain, unless specifically approved in advance by the School Board;

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- D. Programs in violation of Florida Statutes or School Board rules; and,
  - E. Use by political groups for fund-raising activities and rallies.
- VII. Special Provisions - The following special provisions shall apply:
- A. Restrooms shall be made available if practicable for all organizations using the school facilities.
  - B. Any school or community event sponsor or vendor who uses school facilities shall notify the local public health unit not less than three (3) days prior to a scheduled school carnival, fair, or other celebration involving the sale or preparation of food or beverages.
- VIII. Appeals to the Superintendent - A person who feels his/her organization was improperly denied use of school facilities or an improper charge or fee was assessed may file a written appeal with the Superintendent for resolution.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**106.15, 509.032, 509.232, 1001.33,  
1001.43, 1001.51, 1013.10, F.S.**

**HISTORY:**

**ADOPTED: \_\_\_\_\_  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY:**

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**ADVERTISING IN SCHOOLS**

**9.05**

School facilities shall not be used for advertising or otherwise promoting the interests of individual organizations; any commercial, religious, political, or nonschool agency; School Board employees; or, students. Provided, however, School Board employees and students may be used when benefits received outweigh the risk of exploitation of such advertisement or promotion.

- I. School officials may cooperate with governmental agencies in promoting activities in the general public's interest or may cooperate in furthering the work of any nonprofit community-wide social service agency provided that such cooperation does not restrict or interfere with the educational program of the school.
- II. A school may use film or other educational materials bearing only simple mention of the producing firm. The film or material shall be carefully evaluated by the school principal for classroom use.
- III. The Superintendent may announce or authorize the announcement of any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted only with the approval and arrangement of the school principal.
- V. Public appearances of school groups for promotional or advertisement reasons shall be in compliance with the School Board rule 4.08 entitled Public Appearance of School Groups.
- VI. Advertisements may appear under these circumstances:
  - A. On billboards and vending machines located on School Board property.
  - B. In school publications such as yearbooks and graduation programs.
  - C. Through communication with business partnerships.
  - D. On educational television.
- VII. School Board employees shall not give written or oral endorsement to any company representative for any periodicals, books, or product which may be offered for sale to students, parents, or schools.

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VIII. Tickets to events sponsored by or for non-school agencies shall not be sold in any District school or on School Board property by any school, school organization, or non-school organization. Any non-school organization, to be considered for approval, must demonstrate that the activity is of direct benefit to the instructional program or the school and its students.

**STATUTORY AUTHORITY:** 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, F.S.

**HISTORY:** **ADOPTED:** \_\_\_\_\_  
**REVISION DATE(S):** \_\_\_\_\_  
**FORMERLY: 11.09**



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**DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS**

**9.06**

- I. All salespersons and solicitors shall receive approval from the Superintendent or designee prior to going to schools or other School Board locations.
- II. School Board employees shall comply with the following requirements when literature or materials are distributed.
  - A. Materials originating from sources outside the District for posting shall not be displayed without the Superintendent's written approval.
  - B. Material or literature from non-school sources shall not be distributed to student's residential areas or students without the Superintendent's written approval.
  - C. Literature of a denominational, partisan, or sectarian nature shall not be distributed in any school. This restriction does not apply to the development and use of religious writings in classes for reference, literary, historical, and other nonreligious purposes.
  - D. The circulation of petitions from non-school sources to be signed by students is prohibited except upon approval of the Superintendent and the School Board.
  - E. Literature intended to foster membership in an organization or to solicit funds is prohibited unless it is approved by the Superintendent.
  - F. Materials pertaining to a school bond issue or other school elections shall not be distributed to students.
- III. The Superintendent shall use these guidelines to approve materials described in subsection (2) herein. The guidelines shall include, but not be limited to the following:
  - A. The material is in the best interest of the health or welfare of students;
  - B. The organization is operated on a nonprofit basis; and,
  - C. The material describes activities or opportunities which are not currently provided by the School Board.

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**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.08, F.S.**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: 4.21, 11.10**

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**VISITORS**

**9.07**

Any person entering the premises of a school shall report to the principal or his/her supervisory designee and make known the purpose of the visit.

- I. This policy does not apply to routine deliveries or scheduled maintenance visits.
- II. A student not enrolled in the school or a student not accompanied by a parent or guardian is prohibited from visiting a school unless otherwise approved by the principal.
- III. 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 conference 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.
- IV. Any person who enters or remains upon District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

**STATUTORY AUTHORITY:**

**100142, F.S.**

**LAW(S) IMPLEMENTED:**

**1006.07, 1006.145, F.S.**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: 11.11**

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**RELATIONS WITH GOVERNMENTAL AUTHORITIES**

**9.08**

- I. When possible, the Board will cooperate with local, state and federal organizations or agencies; however, such cooperation shall not be at the expense of district-level or local school programs.
- II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors; major 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 advance Board approval. The Board shall also review and approve major cooperative agreements or arrangements between other school districts, 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.
- VI. Long range facilities planning shall be coordinated with other governmental agencies as required by law.

**STATUTORY AUTHORITY:**

**1001.41, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.51, 1013.33, 1013.36, F.S.**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: 2.13, 5.07, 5.23**

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**BRADFORD COUNTY EDUCATIONAL FOUNDATION, INC.**

**9.09**

The School Board recognizes and supports the Bradford County Educational Foundation's efforts to assist the District in achieving excellence by providing supplemental resources from private gifts and bequests and valuable education support services. The following general guidelines shall govern the certification and review of activities undertaken by the Foundation.

- I. The Foundation shall be a Florida corporation, not for profit, incorporated under the provisions of Florida Statutes, and approved by the Department of State, and shall be organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of Bradford County Schools.
- II. The Foundation, when planning to solicit funds on behalf of the school, shall request approval by the School Board. A request may be granted if the School Board determined that the foundation will operate in a manner consistent with the goals and in the best interest of the school system.
- III. The Superintendent shall serve as Secretary to the Foundation and as such shall be a member of the Board of Directors, and have the same powers and voting rights as any other director.
- IV. The Board of Directors of the Bradford Education Foundation shall ensure proper communication and coordination by including a School Board member as a director. The Board member shall have the same powers and voting rights as any other director.
- V. Copies of the following shall be filed with the School Board for appropriate review:
  - A. The annual financial statements; and
  - B. The annual audit report including a management letter.

The annual post-audit of financial accounts shall be conducted by the District's Internal Auditor.
- VI. In order for the Bradford Education Foundation to use funds for construction of facilities, said recommendation must go to the Superintendent who then recommends to the School Board for their approval.
- VII. Funds obtained by the Foundation shall not be used for salary supplements.

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- VIII. The Executive Director of the Foundation shall be directly accountable to the School Board for his/her financial activities. The Executive Director may be authorized by the School Board to:
- A. Collect and receipt monies directly into the Foundation's checking account; and
  - B. Counter-sign checks which are associated with the daily operations of the Foundation.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1001.453, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-1.0013**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: 11.08**

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**DONATIONS AND GIFTS**

**9.10**

- I. Any donation or gift of funds, materials, or equipment with a value of less than two thousand dollars (\$2,000) shall be accepted and processed by the school principal. Any donation having a value of two thousand dollars (\$2,000) or more shall be presented to the School Board for action.
  - A. Any equipment donated by any individual or organization shall become the School Board's property and it shall be placed and remain in a school unless the Superintendent or designee authorizes in writing its transfer to another school.
    - 1. The donated equipment shall be placed on the school's property inventory.
    - 2. The principal in accepting donations of any equipment shall exercise due care to ascertain that the equipment is operable, has a reasonable life expectancy, and is in School Board's best interest. District personnel may assist the school principal in making these determinations.
    - 3. Equipment requiring excessive funds to maintain or to place in operable condition shall not be accepted by school principals or other School Board employees.
  - B. The school principal shall notify any group or organization contributing to the purchase of equipment that the equipment is School Board property.
- II. School Board employees shall not accept personal gifts of value from anyone who does business with the District school system. Violation of this rule may result in disciplinary action by the School Board.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
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**FORMERLY: 11.02**