

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

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 Lee County 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 Lee County 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 Lee County 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.
- V. All requests by media organizations for interviews with employees and/or students during school hours shall be coordinated through the Superintendent.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 8, 2013

REVISED: _____

FORMERLY: _____

USE OF FACILITIES

9.30

The Superintendent or designee shall have the authority to permit or deny for good cause a legitimate community group, citizens or a community organization to use the school system facilities or grounds for activities related to civic programs. When permission is granted, the Superintendent shall require appropriate supervision of the event by a school system employee or principal's designee, and shall collect expenses for rental (if applicable), utilities, custodial services, and other costs. School organizations, clubs, and boosters shall have priority to all facilities. Facilities may not be used for commercial purposes unless it is to enhance the educational process of the system.

In cases of natural disaster or national emergency, such organizations as Civil Defense and the American Red Cross shall have use of any school facility that may be needed for the benefit of the public.

Acceptable Use of School Facilities

There shall be three methods by which individuals or groups may use school facilities:

1. Be registered in a class or activity listed in a school publication or newsletter;
2. Upon approval of an application for use of school facilities for groups such as youth associations; and,
3. A lease or other agreement between the Lee County Board and a group.

Charges for Use of School Facilities

A schedule of charges for facility rental/use, fees for supervisory, custodial, and/or food preparation workers and for utilities shall be established and published at least annually. Payments of fees and rental charges shall be made to the Lee County Board of Education.

Application for Use of School Facilities

An application form shall be completed by the group sponsor or individual wishing to use a Lee County Board of Education facility one time or on an extended basis (less than one year). Signed agreement to abide by published rules and regulations for use of school system facilities is required at the time of application.

Rules for Use of School Facilities

To ensure the Lee County Board of Education's control and protection of school property, the following rules and regulations must be adhered to for the use of the school facilities:

1. The regular school program has priority at all times
2. Request for use of school facilities should be made at least six weeks prior to the anticipated date in order to obtain Board approval and to avoid conflicts at the school and to allow for preparation for use.
3. Principals are responsible for ensuring supervision of school sponsored programs conducted on school premises. The principal or the principal's designee is also responsible for ensuring that adequate supervision and safeguards are provided for activities by outside groups.
4. Outside groups must be charged for custodial services (time and one-half regular pay plus benefits) during the activity. Custodial services include opening and

closing the building. Custodial service fees must be paid to the school system bookkeeping department.

5. There will be no fee charged to school affiliated groups when the group is raising fund for the schools. Such groups include P.T.O.'s, and booster organizations.
6. Civic organizations may use the facilities for regularly scheduled meetings by written agreement at no charge.
7. Churches may use school facilities with Board approval if the church building has been damaged or destroyed. Use may not exceed one year.
8. Non-partisan political rallies serving a broad community purpose may be conducted in school facilities. Such rallies must have an organized community group sponsor, and the sponsor may be charged a fee for the use of the facility. To maintain the Board's non-partisan political stature, all opponents in a particular contest must be given equal opportunity to participate. Use by a particular candidate is prohibited.
9. Necessary food service personnel (paid time and one half-plus benefits) must be employed by the organization or group using the lunchroom to assure proper use and care of the kitchen and equipment. A lunchroom shall not be rented to outside groups for commercial purposes.
10. With limited exception, a certificate verifying the purchase of liability insurance must be presented to the Board at least twenty-four hours prior to the use of the facilities.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-8-40](#), [36-25-5](#)

HISTORY:

ADOPTED: JANUARY 13, 2013
REVISED: MARCH 10, 2020
FORMERLY: ____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

ADVERTISING IN SCHOOLS

9.40

Lee County 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 Lee County 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 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.
- VI. Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations including, but not limited to, school newspapers and yearbooks.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 8, 2013

REVISED: _____

FORMERLY: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

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 Lee County School System students.
- II. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Lee County 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.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#)

HISTORY:

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CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

VISITORS

9.60

Any person entering the premises of a Lee County 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 Lee County School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#)

HISTORY:

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CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

RELATIONS WITH GOVERNMENTAL AUTHORITIES

9.70

- I. The Lee County 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 Lee County 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.

REFERENCES:

CODE OF ALABAMA
[16-1-30](#), [16-8-9](#)

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CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PUBLIC GIFTS TO SCHOOLS

9.80

The Lee County 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 Lee County 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 Lee County 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.
- V. All employees must abide by the Alabama Ethics Standards, the Alabama Ethics Law, and shall receive training in these rules as appropriate by the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [36-25-7](#)

HISTORY:

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CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS

9.91

It is the policy of the Lee County School System to cooperate with the colleges, universities, and other agencies in promoting potentially profitable research. In such instances of cooperation, the following procedures shall govern research projects conducted within the School System:

Research Projects Using School System Data

Requests for permission to conduct research projects utilizing School System data, students, or collective groups of employees must be submitted to the Superintendent in written form for review and approval prior to initiating such projects.

Projects Using Individual Employees

Requests by various colleges, agencies, etc. to an individual employee(s) to complete questionnaires, opinion surveys, etc. relative to professional perceptions, thoughts, methods, etc. may be completed at the individual employee's discretion; however, any such requests involving factual information regarding School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to completing such research instruments.

Individual Employee Research Projects

Requests by individual employees to conduct personal or college related research projects utilizing School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to initiating such projects.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#)

HISTORY:

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