

Gadsden City Schools

Section K: General Public Relations

Table of Contents

Code	Description	Last Revised Date
KA	Goals and Objectives	7/10/1990
KB	Public Information Program	7/10/1990
KC	Board-Community Relations	7/10/1990
KCA	Public Participation in Board Meetings	7/10/2012
KCAB	Accessibility of Board of Education Central Office to Individuals with Physical Impairments	9/5/2006
KD	Staff-Community Relations	7/10/1990
KDC	Solicitations	7/10/1990
KF	Community Instructional Resources	7/10/1990
KG	Use of School Facilities	7/10/1990
KH	Public Gifts to the Schools	7/10/1990
KJ	Advertising in Schools	7/10/1990
KL	Public Use of School Records	7/10/1990
KM	Visitors to the Schools	7/10/1990
KMA	Sex Offender Visitation	2/6/2018
KN	Public Complaints	7/10/2012

Policy KA: Goals and Objectives**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Board of Education in an effort to ensure and enhance the possibilities for excellence in the education of our children in a free society presents and endorses this statement of policy on school and community relations because of its conviction that (a) the public schools belong in every sense to the people of Alabama; and (b) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the public schools.

The Board therefore reaffirms and declares its design and intent:

- To keep the citizens of the community regularly and thoroughly informed through all the channels of communication on all the policies, programs, and planning of the school district and to carry out this policy through its own efforts and the offices of the Superintendent of Education and other appropriate personnel.
 - To welcome the advice and counsel of the people of the school district at appropriate times.
 - And, as needs arise, to solicit the sound thinking and studied counsel of the people through a method deemed most appropriate by the Board.
-

Policy KB: Public Information Program**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board shall make every attempt to represent the people according to the best interests of their children and in keeping with laws of the state and federal government. Therefore, the Board shall attempt to:

- A. Keep its members and the public informed regarding the policies, administrative operation, objectives, and successes or failures of the school district;
- B. Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretations and explanations of the school district plans and operations.

The Board encourages a policy of sound relations with the press and other communication media in the community. The superintendent shall plan for releases to the press and other communication media which will provide information to the community concerning its schools and various phases of the Board's program.

All local news media representatives shall be welcome to attend all open meetings of the Board.

Ref: Alabama Code 16-3-11, 16-18-18, 16-11-9.

Policy KC/KM: Board-Community Relations

Gadsden City Schools

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Status: ADOPTED

Citizens of the community will be encouraged not only to express their ideas and judgments, but also to visit, under the appropriate conditions, the schools and see them in operation, provided these visitors do not disturb the educational program.

Policy KCA: Public Participation in Board Meetings**Gadsden City Schools****Original Adopted Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

All regular meetings of the Gadsden City Board of Education shall be open to the public. All actions of the Board shall be taken in open meetings and the deliberations leading to Board action shall likewise be conducted in open meetings.

The Board reserves the right to meet in an executive session when needed and legally permissible. No action shall be taken by the Board while it is in executive session. All action shall be taken in an open meeting of the Board.

Ref: Rep. Atty. Gen., 12-9-74; Alabama Code 13-5-8; Alabama Open Meetings Act, 2005.

**Policy KCAB/BCBM: Accessibility of Board of Education
Central Office to Individuals with Physical Impairments**

Gadsden City Schools

Original Adopted Date: 09/05/2006 | **Last Reviewed Date:** 09/05/2006

Status: ADOPTED

The Gadsden City Board of Education realizes that there is a need for all programs and activities conducted in the Central Office to be accessible to individuals with physical impairments. This can be done by conducting such business at an accessible area upon reasonable notice of such individual.

Any request to meet with a staff member in the Central Office, attend a Board Meeting, or otherwise conduct business in the Central Office by an individual with physical impairment should be directed to the Superintendent, at the Gadsden City Board of Education Central Office located at 1026 Chestnut Street, Gadsden, Alabama 35901 or by phone at 256-543-3512.

Notice of this policy will be included in all public notices of Board meetings.

Policy KD/GAH: Staff-Community Relations**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

While the Board realizes that the primary responsibility of a teacher is to educate young people, teachers and other staff members should be constantly aware of the role good public relations plays in the implementation of an effective education program.

Good communication with parents and other citizens of the district is essential for a smoothly functioning organization, and the Board expects each employee to maintain adequate and positive communication with parents and citizens.

The Board prohibits any employee of the school district from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to employees and students in the school district or to parents of such students.

Employees are further prohibited from directly or indirectly furnishing or supplying a list or lists or roster of names and addresses of employees and students in the school district or parents of students to persons, firms, corporations, associations or organizations or to the salesman of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related articles, equipment or items.

Solicitation of Staff Members

Solicitation of contributions or business from employees by outside agents shall not be permitted except by permission of the Superintendent of Education.

No salesmen shall be permitted to entire classrooms while classes are in session for the purpose of soliciting business from teachers.

The Gadsden City Board of Education believes firmly that assuring an ongoing, progressive instructional program at every grade level is a major responsibility. Achieving this goal mandates that teachers, principals, and other school officials be as free as possible of any interference. This shall include any solicitation efforts which detract from classroom instruction.

Visitations relative to annual contracts, equipment sales and similar areas shall be coordinated by principals. These shall not interfere with regular instructional duties of respective personnel.

Promotion of Commercial Products

Except as authorized by the Superintendent of Education, no teacher or other certificated employee shall:

- A. Permit any commercial advertising to be announced, distributed or otherwise promoted in or through the schools or allow ticket sales and other fund raising activities by outside agencies.
 - B. Permit the solicitation or collection of subscriptions or contributions from pupils or their parents in our through the schools.
 - C. Furnish the names or addresses of teachers, pupils or parents other than for school purposes.
 - D. Endorse a product for personal gain.
 - E. Sell instructional materials, reference books, or school supplies during instructional time.
-

Policy KF/MB: Community Instructional Resources**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board believes that the school district provides unlimited opportunities for offering educational experiences to children. While vicarious experiences in the classroom can be made meaningful by a skillful teacher, in many instances there can be no substitute for observations of the “real thing” in the community itself.

There are varieties of ways in which students can benefit from community resources. The Board encourages the use of community resources, under regulations established for all schools.

Policy KG/DFG, EBH: Use of School Facilities**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

Use of the school facilities by parents' organizations and other organizations devoted to instruction of children or well-being of the community shall be permitted, provided such use does not interfere with the educational activities.

Permission for use of school facilities by individuals or organizations must be secured from the principal of the school involved and the Superintendent.

When such use involves admission charges or any money-making project, reasonable fees shall be charged, as well as fees for any necessary staff services. The fee schedule shall be approved by the Board.

Whenever an outside group uses school facilities, the user shall submit a proper application, which shall clearly state the purpose and hours of use. The user shall agree to abide by all regulations, submit proof of any liability insurance that may be required, and agree to pay for any damage that may be done to school property.

Use of School Playground During the Summer

It is the policy of the Board to allow school playgrounds to be used by organized recreational groups sponsored by civic or other organizations. Such recreational groups shall have adult supervision and shall be responsible for all damages, but otherwise shall be exempt from charges.

Use of School Facilities for Political Meetings

The school facilities shall not be made available for political meetings designed to foster the candidacy of any individual.

Use of School Facilities for Private Use

School facilities shall not be used by private individuals for private use, such as wedding receptions and showers.

Ref: Alabama Code 16-11-9, 16-11-11, 16-11-12, 16-12-3 (A), (B).

Policy KH: Public Gifts to the Schools**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

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

1. Equipment contributed to the schools becomes the property of the Board and is subject to the same controls and regulations that govern the use of other school-owned property.
 2. Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent to the Board for consideration and approval.
 3. Individuals or organizations desiring to contribute supplies or equipment will consult with school officials regarding the acceptability of such contributions in advance of the contribution.
 4. All administrators 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.
-

Policy KJ: Advertising in Schools**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

No commercial advertising shall be permitted in the buildings of the school district or on school grounds or properties unless approved by the Superintendent. Publications of the school district shall not contain commercial advertising.

Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations and/or advertising in programs or publications sponsored by PTA, booster clubs, or other parent groups.

Ref: Alabama Code 16-10-6, 16-11-9, 36-25-1 (9), 36-25-2 (a), (b), (d), 36-25-5, (a) 36-25-6, 36-25-7, 16-12-3 (a), 16-46-6.

Policy KL: Public Use of School Records**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Board of Education delegates to the Superintendent or his designee the responsibility of being the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the schools. These procedures shall be followed for the release of such records:

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination whether or not the information requested is public in nature.
2. If the Superintendent finds the information to be public in nature, he shall direct that it be released for reproduction on the premises. The party requesting the information shall be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information shall be notified immediately upon its becoming available.
3. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he shall request, on behalf of the Board, an opinion from the board's attorney concerning the nature of the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the board's attorney and shall notify such person immediately upon receipt of an answer.

Ref: 20 U.S.C. 1232 (g-i).

Policy KM/KC: Visitors to the Schools**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

It is the policy of the Gadsden City Board of Education that all school visitors report to the principals' office upon entering a school building. All visitors to any school shall identify themselves to the school principals and state their purpose for being in the school. School officials, parents of school children, and other officials shall be welcomed in a cordial manner.

Conduct by any visitor which creates a disruption of a proper atmosphere for learning shall not be permitted. Principals shall be authorized to take necessary actions to eliminate the disruption.

Parents, former students, salesmen, or any other person not associated in an official capacity with the schools may not enter a classroom without permission of the principal.

Appointments must be made in advance with teachers in order to allow them to schedule conferences during planning periods or at some other time which they may designate.

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

Policy KMA: Sex Offender Visitation

Gadsden City Schools

Original Adopted Date: 02/06/2018 | Last Reviewed Date: 02/06/2018

Status: ADOPTED

It is the policy of the Gadsden City Board of Education that no adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a Gadsden City school while school is in session or attend any Gadsden City school activity unless the adult sex offender does all of the following:

- A. Submits to the principal of the school, or his/her designee (by mail, received at least one week prior to the visit) a written request for approval, to enter the property or attend a school activity; (request forms are available from school principals)
- B. Immediately reports to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,
- C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

Ref: Alabama Code 16-12-3; Legislative Act 2014-421



**REGISTERED SEX OFFENDER REQUEST TO BE ON
GADSDEN CITY SCHOOLS PROPERTY**

This form must be received (by mail) by the school principal at least 1 week prior to the requested visit.

Registered Offender's Full Name: _____

Current Residence/Address: _____

Offender Phone Number: _____

School/Property Name: _____

Activity/Purpose for Being on Property: _____

Date of Requested Visit: _____ Time: _____

Student(s) the Offender Intends to See: _____

Student(S) Grade: _____ Relationship to Student(s): _____

Offender Signature: _____ Todays' Date: _____

IMPORTANT: If approved, the registered offender must report directly to the school office when arriving on campus.

DO NOT WRITE BELOW THIS LINE - SCHOOL SYSTEM USE

___ Approved ___ Denied

Reason for Denial _____

Principal/Authorized Signature

Policy KN: Public Complaints**Gadsden City Schools****Original Adopted Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

Constructive criticism of the schools is welcomed by the Board whenever it is motivated by a sincere desire to improve the quality of the education program or to equip the schools to do their tasks more effectively. The Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

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

The Board 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. The Board directs that all citizen complaints brought to it while the Board is in official session, and which legally qualify, shall be heard in executive session.
