

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

### **PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS**

#### **9.30 USE OF FACILITIES AND GROUNDS**

The School Board considers school buildings and grounds as community centers which may be available for any legal assembly. The Superintendent or designee shall approve the use of all School Board facilities. The use of school property, facilities, and equipment shall not interfere with the educational program of the school.

##### **I. GENERAL PROVISIONS**

The principal or building administrator shall secure the approval of the Superintendent or designee before authorizing the use of school property, facilities, and equipment. The principal shall be responsible for safeguarding school property, facilities, and equipment; enforcing and informing groups of School Board policies; executing proper forms; and, when appropriate, collecting payments, prior to making the facility available to the requesting organization. The principal shall retain the right to refuse access to the building based on failure to follow policies and procedures. The principal shall ensure that proper documentation is available and shall provide written notification regarding the refusal of future building utilization requests, for organizations using the facilities in a manner inconsistent with the agreement. The following conditions shall apply:

- A. A responsible School Board employee shall be designated by the school principal to open school facilities for public purposes. This individual shall remain present until the meeting or event is completed and the school premises are secured and shall be vigilant against misuse of school property. Board employees who are administrators are not eligible to be compensated for building utilization activities.
- B. The premises shall be left clean consistent with conditions and complied with all policies and procedures agreed upon at the initiation of the meeting or event. Failure to comply with this provision may result in denial of future requests for use of the school property or facilities.
- C. Utilization requests for a series of meetings may be approved for no more than six months in duration and are subject to cancellation at anytime within the sole discretion of the principal.
- D. The Risk-Management Department shall review all requests for high-risk activities and shall serve as the Superintendent's designee in reviewing such requests for approval. The Board reserves the right to require Liability Insurance in excess of that required in Section III B herein prior to granting approval for requests pursuant to this provision.
- E. Requests requiring extensive use of school space, athletic fields, stadiums or play fields may result in extra direct costs to the school district such as field maintenance. Although the group may otherwise qualify for a waiver of fees, the school administrator or Director of Facilities may require services or fees

from the requestor to defray costs to the School Board. Additionally, a signed contract or MOU memorializing the agreement of parties may be required, prior to the commencement of activities. Concessions and concession stands may be operated only as approved in advance by the school administrator. Alcoholic beverages are prohibited on Board owned property, including inside and outside facilities.

## II. FEES

Usage fees shall be paid in advance to the District for the use of any School Board facility, buildings, property, or grounds in accordance with the rate schedule approved by the Superintendent and in effect at the time of such use. The Superintendent is authorized to adjust usage rates in response to costs incurred, such as utility and personnel costs and to implement additional procedures in response to changes in federal, state or local laws or other Board rules. The Superintendent shall establish procedures for the collection of fees. The organization requesting use of school board property will be required to pay the salary and benefit costs for the employee designated to open the facility for public purposes. Fees may be waived by the school principal or administrator in charge for the following groups if the meeting occurs at a time when school personnel are already scheduled to be on duty, otherwise, the requesting groups must pay the appropriate direct costs:

- A. School related groups, including PTA, PTSA, booster clubs, and organized sports clubs;
- B. National youth groups which operate under a county organization and are properly supervised and sponsored by some educational organization;
- C. Any governmental function during out-of-school hours;
- D. Occasional homeowner association meetings. The waiver of fees applies to meetings only;
- E. Activities for which the participants are solely School Board employees; and
- F. Neighborhood Watch groups/Sheriff's Advisory Council groups registered with the Jacksonville Sheriff's Office and/or Atlantic, Neptune, Jacksonville Beach Police Departments.

## III. LIABILITY AND INSURANCE COVERAGE

Each organization utilizing school facilities shall

- A. Agree to hold the School Board harmless from any liability which may accrue to the School Board as a result of use; and
- B. Provide public liability insurance coverage in the amount of at least one million dollars (\$1,000,000.00) per person and two million dollars (\$2,000,000.00) per occurrence, or any other coverage as required by the Risk Management Department; and
- C. Execute a form of indemnity agreement as prescribed by the Superintendent. State and local governmental agencies may modify the standard hold harmless and proof of insurance clauses with the approval of legal counsel;and
- D. Requests for waivers for liability insurance shall be reviewed by the Risk Management Department for approval.

## IV. PROHIBITED USES OF SCHOOL FACILITIES

School property and facilities shall not be used for the following purposes:

- A. For Profit Entities;
- B. Commercial or personal gain;
- C. Programs involving any form of gambling or illegal activity;

- D. Private teaching, unless specifically approved in advance by the School Board;
- E. Programs in violation of Florida Statutes, local ordinances, administrative regulations, or School Board policies;
- F. Fund-raising activities by political groups;
- G. Requests for use of swimming pools shall be reserved for approved school-related events and restricted from use by outside organizations;
- H. Activities for which an admission fee is charged either in advance or at the door or requests for contributions are made. However, fees may be charged when they are returned or donated to the school or a school-related organization or are contributed to organizations which are non-profit organizations as defined in Section 273.01(3), Florida Statutes. Evidence of such status shall be provided to the School Board prior to the utilization being approved; and
- I. Events which are primarily social in nature such as weddings, receptions, funerals, family reunions and parties, except that the Superintendent may approve the use of Board facilities to conduct memorial services that include students or staff.

V. SPECIAL PROVISIONS

- A. The principal shall designate restroom facilities for use by the organization.
- 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.
- C. The provisions of policy 6.37 and 6.38, Tobacco-Free Workplace and Alcohol-Free Workplace, which prohibits the use of tobacco products, alcohol and drug use on School Board property shall be in force during any utilization approved under this policy.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.  
LAW(S) IMPLEMENTED: 509.032, 509.232, 768.28, 1001.33,  
1001.43, 1001.51, 1001.54, 1013.10, F.S.  
ADOPTED: APRIL 1, 1997  
REVISION DATE(S):

- NOVEMBER 5, 2003
- NOVEMBER 10, 2008
- JULY 6, 2010
- NOVEMBER 5, 2013
- JUNE 8, 2015
- NOVEMBER 10, 2019

## 9.40 ADVERTISING IN SCHOOLS

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promotion of products or services to District staff, students and parents in the schools. The intent of this policy is to create a limited public forum for advertisements that are consistent with the mission of providing a free and appropriate public education to residents of Duval County, Florida. The restrictions upon advertising contained in this policy are deemed to be viewpoint neutral and reasonable in light of the purpose served by the forum.

"Advertising" comes in many different categories and is communicated through many forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to generate a desire to buy, obtain, or use the product, equipment, or service. Advertising also includes the visible promotion of product logos for other than identification purposes. Use of brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board may authorize and/or contract for advertising in District facilities, including schools, or on District property in the following categories or forums in accordance with the guidelines set forth herein. All advertising shall comply with the general advertising guidelines set forth below. The Superintendent or his/her designee (including the school principal), reserves the right to refuse advertisements that are non-educational and/or do not support the values of the School Board according to the guidelines established in this policy. Notwithstanding anything herein, any approved advertisements appearing in School Board publications, facilities or on School Board property do not constitute an endorsement of any product, good, service, organization, or activity.

### I. General Advertising Provisions

All District-based Advertisements must be approved by the Superintendent or his/her designee, and each school-based Advertising must be approved by the principal or his/her designee. Advertising content shall support and promote educational offerings and benefits to youth, and comply with the provisions set forth in this policy. Advertisements which promote the use or sale of materials that are inconsistent with District and school objectives, including, but not limited to the following list, shall be prohibited. Advertising contracts that violate this policy can be cancelled by the District. The following types of advertising are prohibited:

- A. Advertisements that promote the use or sale of intoxicants, drugs, drug paraphernalia, weapons, tobacco, or gambling.
- B. Advertisements that are false, deceptive, libelous, or misleading.
- C. Advertisements that promote unlawful or illegal goods, services or activities.
- D. Advertisements that imply or declare an endorsement by the District of any service, product, or point of view.
- E. Advertisements that depict images or information that may be considered violent, discriminatory, hateful, or otherwise inappropriate, especially to minors.
- F. Advertisements that contain nudity, sexual or indecent or obscene or lewd behavior or implication, or adult entertainment.

- G. Advertisements that would tend to create a substantial disruption in the school environment, otherwise inhibit the functioning of the school, or create an obstruction at District facilities.
  - H. Advertisements that promote or establish a religion (except that religious organizations utilizing School Board facilities pursuant to a signed agreement may use temporary signage to advertise the dates and times such religious organizations hold events at the School Board facilities).
  - I. Advertisements that violate federal, state, or local law (e.g., any signs must comply with local sign ordinances).
  - J. Advertisements that are not age-appropriate for the location or audience.
- II. Advertising Restrictions: In addition to the above guidelines the following restrictions shall apply:
- A. Tickets to affairs sponsored by non-school agencies shall not be sold in any District school or on School Board property by anyone, unless the non-school agency or ticketed event supports and promotes educational issues or the District.
  - B. School Board employees shall not give written or oral endorsement to any company representatives for any periodical, books, or product that is or may be used in the District, or offered for sale to the students, parents, or schools.
  - C. School Board property shall not be utilized for the purpose of political advertising, except for political issues (but not candidates) directly related to education or the District.
  - D. If the proposed advertising is in the form of materials to be distributed to students, then the requirements of Policy 9.50 (Distribution of Literature and Materials to Students) shall govern over any conflicts with the criteria set forth in this Policy.
- III. Advertising Contract: The School Board shall execute a contract with advertisers. The School Board reserves the right to terminate any contract with advertisers at any time upon default of the advertiser (including without limitation, default in the payment of bills, or advertising content inconsistent with this Policy).
- IV. Advertising Revenue: All revenue collected from advertising shall be deposited into the applicable fund center according to guidelines established by the Superintendent or his/her designee and accounted for in a manner consistent with School Board policies and State Board of Education administrative rules.
- V. Nothing in this policy shall be construed to prohibit the recognition of school or educational program-related contributions by businesses and community organizations, with such District recognition bearing the identification of the business or community partner sponsoring such contribution to the District. Such recognition (whether a temporary sign or other recognition) must be designed in a manner that represents, and is consistent with, the philosophy of the School Board.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.  
 LAW(S) IMPLEMENTED: 1001.43, 1013.10, F.S.  
 ADOPTED: APRIL 1, 1997  
 REVISION DATE(S):

- NOVEMBER 10, 2008
- JUNE 8, 2015

## 9.50 DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

- I. General Provisions
  - A. Materials or literature from outside sources shall not be displayed, posted, or distributed on school property without the Superintendent's or designee's written approval using the guidelines listed below. Governmental agencies, state universities and organizations considered to be in direct support of the School District are not considered outside sources.
  - B. The circulation of petitions from outside sources for students' signatures is prohibited.
  - C. Students may distribute nonschool related literature and materials to other students on School District property only with the approval of the principal. The principal shall determine the proper time, place and manner in which the literature or materials may be distributed. At no time shall such distribution by students cause a disruption to the educational process.
  - D. Materials pertaining to any political issue or election shall not be displayed or distributed to students unless they are an objective of the instructional program. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- II. The Superintendent shall use the following guidelines to approve materials described in section I.A. The guidelines shall include, but not be limited to:
  - A. The requesting organization is nonprofit;
  - B. The material is in the best interest of the health, safety, or welfare of students; and,
  - C. The material describes activities or opportunities which are free of cost and are not currently provided by the School District.
- III. Additional guidelines shall be included in the administrative procedures.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.  
LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1006.08, F.S.  
ADOPTED: APRIL 1, 1997  
REVISION DATE(S):

- NOVEMBER 10, 2008

## 9.51 SPEECHES TO STUDENTS BY POLITICAL CANDIDATES

- I. It shall be the prerogative of each school principal to allow Office Holders, except during active campaigns for re- election, for the following offices to address the student body of the school:
  - A. President of the United States;
  - B. Vice-President of the United States;
  - C. United States Senate;
  - D. United States House of Representatives;
  - E. Governor of the State of Florida; and,
  - F. Any elected office of the Florida Cabinet.
- II. This policy shall not be construed to prevent any public office holder from serving as a resource speaker in individual classes for the purpose of providing nonpolitical information relating to the purposes and functions of the office in which he/she holds.
- III. Procedures for the implementation of this policy shall be developed.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.  
LAW(S) IMPLEMENTED: 1001.43, 1001.54, F.S.  
ADOPTED: APRIL 1, 1997  
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