

## SCHOOL-COMMUNITY RELATIONS GOALS

The East Baton Rouge Parish School Board, 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 who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community, and never any stronger, and (c) 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 parish regularly and thoroughly informed through all the channels of communication on all the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and the office of the Superintendent of schools.
- ! to invite the advice and counsel of the people of the parish at all times and especially at all monthly meetings of the Board, except at executive sessions.
- ! and to solicit the sound thinking and studied counsels of the people through advisory committees selected from the community and appointed by the Board to consider those problems which vitally affect the future of our children.

## PUBLIC INFORMATION PROGRAM

The Superintendent of the East Baton Rouge Parish School Board and the administrative staff shall be responsible for the maintenance of all documents, letters or other printed materials collected, assembled and maintained by the school district. All written requests by citizens or outside agencies for information shall be directed to the Superintendent or his/her designee. The Superintendent or his/her designee shall review the request to determine if the information requested is public in nature.

If the information is determined to be public in nature, the Superintendent or his/her designee shall direct that it be released for duplication on the premises during normal business hours. 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 so notified and shall be notified again upon its becoming available.

### NOTIFICATION

The School Board shall require each school, at the beginning of each school year, to provide the parent or legal guardian of each student with written information outlining the process and procedures to be followed in order to make a complaint, or request information from the school or School Board. Such information shall include at least the name, address, phone number and e-mail address of the appropriate person(s) to contact at each step of the process, and shall be updated annually.

Members of the general public should call the School Board office for assistance when requesting information or to make a complaint.

Revised: September, 2008  
Approved: October 16, 2008

Ref: La. Rev. Stat. Ann. §§17:172, 17:415, 44:1; Board minutes, 10-16-08.

## **NEWS MEDIA RELATIONS**

The East Baton Rouge Parish School Board shall direct all regular news releases to originate in the central office to deliver information to the public about the school system. The Board President shall be the official spokesperson for the Board to inquiries of the news media. The Board President may designate another person as official spokesperson. Only the Board President or designated official spokesperson shall be authorized to issue official statements on behalf of the Board. All representatives of the media, newspapers, and radio stations shall be notified that official statements from the East Baton Rouge Parish School Board shall come from the President of the Board, and individual members who choose to make statements to the press do not necessarily represent views of the entire Board.

Information concerning any present or foreseeable emergencies shall be transmitted to all Board members as necessary. The Board shall recognize the Superintendent as the sole spokesperson of the Board and school district during any emergency. Questions for information shall be directed to the Superintendent or his/her designee.

## **PUBLIC GIFTS TO THE SCHOOLS**

Gifts which may serve to enhance and extend the work of the schools may be received by the system. It shall be the general policy of the East Baton Rouge Parish School Board to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

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's office for Board consideration and approval.
3. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.

## PUBLIC CONCERNS AND COMPLAINTS

It shall be the policy of the East Baton Rouge Parish School Board that written allegations concerning local school policy, or concerns about school matters be submitted to the principal of the school. If the matter cannot be settled at this level the matter should then be presented to the Superintendent in writing with all allegations documented and signed.

It shall further be the responsibility of the principal of the school and Superintendent to document any and all meetings of this nature.

These documents shall be made available to the School Board members in the event these matters reach the School Board.

### PUBLIC COMPLAINTS

Constructive criticism of the schools is welcomed by the East Baton Rouge Parish School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, 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 principal or designee of the school** for study and possible solution.

The Board shall require the Superintendent and staff to maintain and disseminate information to parents, legal guardians, and the general public on the proper process and contact information to be used when making complaints.

The Board will consider hearing citizen complaints when they cannot be resolved by the administration (teacher, principal and Superintendent). Matters referred to the Board shall be submitted through the Superintendent and must be in writing and should be specific in terms of the action desired. The Board shall not consider or act on complaints that have not been explored at the appropriate administrative level.

Revised: September, 2008  
Approved: October 16, 2008

Ref: La. Rev. Stat. Ann. §§17:81, 17:172; Board minutes, 10-16-08.

## USE OF SCHOOL FACILITIES

The East Baton Rouge Parish School Board recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational need of communities. Use of school buildings by the community shall be considered a secondary function so as not to interfere with regular school-day programs of the students.

The sale and/or consumption of alcoholic beverages in school facilities and on East Baton Rouge Parish School Board property shall be prohibited at **all** times. Smoking shall be prohibited in all school buildings.

### A. Use of Schools as Voting Precincts

The principals whose schools have been designated as voting precincts shall determine where on the campus voting shall be held. When the voting place is moved from its usual location for any reason, the principal shall have suitable signs placed to direct voters to the new place designated.

When elections occur on school days, all schools shall remain open unless determined otherwise by the Superintendent.

### B. Use of School Facilities by School Personnel Organizations

Requests for use of school facilities by school personnel organizations for meetings shall be submitted to the Superintendent or designee for approval. School faculty members may post on the bulletin board, or other appropriate area, information relative to the operation of their organization. These organizations may forward, through the Public Information Officer, communications directly related to the organization for distribution through the mail shuttle service to a member thereof.

### C. Use of Schools for Dances

Dances in which only students and faculties participate may be held in the schools. Outside groups wishing to hold dances in the school, shall, by written request, secure permission from the Superintendent or his/her designee.

### D. Use of School Building Facilities

1. The term *school facilities* as used herein shall mean and include all school buildings, school grounds, or other buildings, property, or equipment, or any part thereof, belonging to, in the possession of, or operated by the

school system.

The term *person* as used herein shall mean and include the terms person, group, firm, association, corporation, organization, and all other similar terms.

2. Any person who is a resident of East Baton Rouge Parish may be permitted to use school facilities for meetings, programs, or other activities which are not prohibited by the laws of the State of Louisiana or the United States of America, except as otherwise provided below.

No person shall be permitted to use school facilities for any meeting, program, or other activity the primary purpose of which is the personal, financial, or pecuniary benefit of such person; however, regularly employed persons of the East Baton Rouge Parish school system may be authorized to conduct enrichment programs if approval is first obtained from the Superintendent's office and provided funds derived from these activities are turned in to the Board according to policy.

No person shall be excluded from any meeting, program, or use because of that person's race, color, creed, national origin, sex, religious or political preference.

3. All applications for the use of school facilities procedures set forth herein shall be considered for approval by the Superintendent or his/her designee. Generally the application will be granted unless it is determined that the proposed use of the facility by the applicant shall be detrimental to the orderly operation of the school system. The Superintendent shall make a reasonable investigation of the application, person, club or organization and purpose of the use of such facility and shall notify the applicant in writing setting forth therein the reason for denying the application. Such applicant shall have the right to petition the Board to appeal the Superintendent's decision in accordance with the procedures set forth herinafter.
4. No person, club, or organization granted permission to use school facilities shall bring, or permit to be brought, into or onto or about such school facility any alcoholic beverage, drug, or weapon as defined by the laws of the State of Louisiana and/or policies and regulations of the Board. Smoking in the buildings shall also be prohibited.
5. Any person, club, or organization desiring the use of the building, grounds, or equipment belonging to, or located at, a particular school shall first contact the principal of the school to determine if it is available at the date and time requested and fill out the application form for submission to the

office of the Superintendent. **THE PRINCIPAL CANNOT GRANT APPROVAL, AND A STATEMENT TO THIS EFFECT SHALL BE SET FORTH IN BOLD PRINT IN THE APPLICATION FORM.**

6. The principal shall require the person applying to fill out an application form provided by the principal, which requires at least the following information and commitments:
  - a. Name, address, and telephone number of person signing the application.
  - b. Name, address, and telephone number of group or organization for which such use is requested.
  - c. A description of the nature, policies, and purpose of such organization.
  - d. A statement as to how the facilities will be used and the purpose thereof.
  - e. A description of the school facility, or portion thereof, for which use is requested.
  - f. Proposed date, time, and duration of such use. (Facilities must be vacated by sponsoring groups (lessee) not later than 11:00 p.m.)
  - g. A statement that the person signing the application has read and understands all policies, regulations, and procedures relating to the use of school facilities and that such person, club, or organization meets all requirements thereof necessary to obtain permission to use such school facility, as well as that the purpose of such use also complies with all of such policies and requirements.
  - h. All persons attending the function or use of the school facility requested shall also be required to obey all rules and regulations of the School Board relating to school facilities, and the person, group, or organization shall be responsible for the conduct of all such persons.
  - i. The person, group, or organization shall agree to:
    - (1) Be responsible for any and all damages of every nature whatsoever to the school facility or the school system resulting from its use by such person, group, or organization.

The person, group, or organization shall see that the facility used is left free of debris and in a reasonable, clean condition.

- (2) Waive any and all rights of recovery from the Board, its members, and the school district for any injuries or damages resulting from the use of school building facilities or grounds. The person, organization, or group shall provide a certificate of insurance showing insurance coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The East Baton Rouge Parish School Board shall be listed on the policy as additional named 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.
  - (3) Respect the right of the principal or the Superintendent to cancel a previous commitment to rent a facility in the event it is necessary to use it for school purposes.
- k. The falsification of any information required or the failure to comply with all policies, regulations, and procedures shall result in the person, group, or organization being prohibited from using any school facility in the future.
7. A completed *Use of Facility Agreement* shall be submitted to the principal/building manager of the site being requested.

The principal/building manager shall review and approve the application for site availability and forward to Physical Plant Services, if appropriate.

Physical Plant Services shall review and approve the application for site feasibility and forward to the office of the Superintendent or his/her designee.

The Superintendent or designee shall review and determine whether the purpose of such use of the school facility meets the requirements and provisions relating to the use of school facilities. Once the application is approved, an invoice and a copy of the approved application shall be sent to the applicant. The principal shall be notified of this approval. A check made payable to the East Baton Rouge Parish School System should be submitted to the Office of Operations and Budget Management prior to use of facilities.

If the Superintendent disapproves the application, he/she shall notify the

person, group, or organization through the person signing the application as quickly as possible and confirm within ten (10) working days of receipt of the application. Otherwise, the organization shall receive the approved request copy and an invoice based on the prevailing rate schedule.

8. If the Superintendent disapproves an application, the applicant may, within five (5) days of notification thereof, request the right to appeal to the Board to review the decision of the Superintendent. Such appeal shall be made in writing, setting forth the reason the applicant disagrees with the Superintendent's decision.
9. All applications for the use of school facilities shall be executed and filed with the principal/building manager at least fifteen (15) days prior to the date for which the use is requested.

All applications for the use of school facilities other than an individual school shall be made initially with the office of the Superintendent or his/her designee but shall otherwise be governed by all Board policy, regulations, and procedures relating to the use of school facilities.

10. General Provisions:

- a. Fees charged for facility use shall be in accordance with the schedule of fees approved by the Board.
- b. The principal/building manager shall designate the custodian or a janitor to be present and responsible for lights, heat, and opening and closing the auditoriums and gymnasiums.

When no custodian or janitor is designated, the principal/building manager may assign an appropriate staff member to supervise the use of school facilities by an outside agency.

Any cafeteria facilities usage shall be negotiated separately with the Director of Child Nutrition.

No person except authorized school personnel shall be allowed to have a key to any school building.

No school building facilities shall be used for the purpose of having a wedding reception or similar social function.

All employee compensation in connection with the use of school facilities shall be made by the Payroll Department. Hours worked shall be submitted through the normal payroll reporting process.

- c. Organizations of parents and/or teachers shall not be considered outside agencies for the use of school facilities and shall not be required to pay for use of a facility except when the use is for the purpose of raising money. Any cafeteria facilities usage shall be negotiated separately with the Director of Child Nutrition.
- d. School-sponsored organizations whose members include children who attend the school in which those organizations use a facility shall not be required to pay for the use of the facility; however, they will be required to pay for employee overtime.

Reports of overtime shall be submitted with the absence report for the work period according to directions issued by the Director of Finance and Purchasing.

11. Specific provisions:

- a. Auditoriums (including auditorium-gymnasium when used as auditorium):
  - (1) Auditoriums may be rented subject to approval by the Superintendent or designee.
  - (2) Auditoriums may not be rented for more than three (3) nights a week, not including rehearsal for entertainment; combination auditorium-gymnasium may not be used more than three (3) nights a week.
  - (3) Auditoriums shall not be rented for use during school hours.
  - (4) Ticket sales or attendance shall be limited to the normal seating capacity of the auditorium.
  - (5) No fee shall be charged when the auditorium is used to raise funds for the school.
  - (6) Auditoriums shall not be used as a regular meeting place by non-school organizations.
  - (7) No performance shall be allowed in elementary schools which involves extra scenery and/or additional lighting beyond normal service from two (2) electrical outlets.
- b. Gymnasiums (including auditoriums-gymnasiums when used as gymnasium)

- (1) Gymnasiums may be rented *only* for athletic games or practices, subject to approval by the Superintendent or his/her designee.
- (2) Gymnasiums shall not be rented for contests involving professionals.
- (3) Gymnasiums shall not be rented for more than three (3) nights a week; they are available only for night and Saturday afternoon games or practices; no Sunday games or practices shall be allowed; combination auditorium-gymnasiums shall not be used more than three (3) nights a week.
- (4) Non-school teams shall not use the varsity or physical education dressing rooms.
- (5) Additional lines shall not be put on the gymnasium floors for any purposes.
- (6) No fee shall be charged, and only the approval of both principals is necessary when one public school uses the gymnasium of another.

c. Cafeteria or Kitchen

- (1) Approval process for the use of a school cafeteria or kitchen for a school-sponsored event or for use by an outside agency

All school events taking place outside of the normal school day should have an approved "Facilities Usage Form" filed with the Administrative Director of Facilities Management for the purpose of paying employees who work the event, having the air-conditioning or heat on in the building and ensuring insurance coverage. The "Facilities Usage Request" form is completed and signed by the school principal after determining appropriateness of event request and building availability on requested date. The completed form is submitted to the Administrative Director of Facilities Management (ADFM) for approval to use the facility. Once the event is approved, kitchen usage is negotiated separately with the Child Nutrition Program (CNP) Director of Operations. The completed "Facilities Usage Form" signed by the school principal and approved by the Administrative Director of Facilities Management is sent to CNP Director of Operations, prior to consideration of school

kitchen usage. If kitchen usage is approved, the CNP Director of Operations notifies the school principal and the contact person for the event.

(2) Circumstances when an outside agency may use a school cafeteria or kitchen

When an outside agency requests that food be prepared and served at a school event, the Administrative Director of Facilities Management (ADFM) will send the CNP Director of Operations the approved "Use of Facilities" form showing both the principal's signature and the ADFM's signature. The CNP Director of Operations approves the use of the school cafeteria/kitchen by an outside agency.

- If food is to be served at the event for which the outside agency is seeking approval, a CNP employee must be present to operate all kitchen equipment, to oversee meal preparation/service and to ensure that the kitchen and dining room are clean and ready for the next day's student meal preparation.
- The agency must pay for all food and supplies used; no food or supplies belonging to the CNP can be used when preparing food for an outside agency. USDA Commodity foods cannot be used.
- The CNP takes no responsibility for food cooked outside of the school kitchen and brought in for meal service to participants. It is required that the caterer providing the food and hired by the outside agency, submit a "Permit to Operate" issued by the Parish Health Department to the CNP Director of Operations. All commercial kitchens, i.e. restaurants, schools, and caterers, are required to have a "Permit to Operate" documenting the sanitation of the business' food preparation area. It is recommended that a sample plate of food cooked by the outside caterer and fed to the participants, be kept under refrigeration for forty-eight (48) hours in the event that any participant becomes ill and blames it on the food eaten at the catered function held at the school. The Parish Health Department exempts caterers preparing food at fairs or festivals from inspection and issuance of a "Permit to Operate".

- If the outside agency requests food prepared by the CNP employees, then the CNP manager can order food from the CNP vendors and invoice the agency for food purchased. However, if the food is provided by the agency and the agency designee wants CNP personnel to cook it, then it must meet HACCP (Hazard Analysis Critical Control Points) temperature requirements of food received. If the food to be cooked for the event is donated or purchased from the outside agencies own sources and is delivered to the back door of the kitchen, then the CNP employee working the special event, may refuse it, if the food fails to meet the HACCP 'receiving temperature' requirements or if the quality of the product is compromised in any manner. **If unacceptable food items purchased by the outside agency are delivered to the kitchen for use in meal preparation, it is NOT the responsibility of the CNP employee(s) working the event to provide a substitute.** The outside agency assumes all responsibility and liability for any and all food purchased by the outside agency.

(3) Cost

Organizations of parents and/or teachers are not considered outside agencies for the use of school facilities and will not be required to pay for use of a facility, except when the use is for the purpose of raising money.

School-sponsored organizations whose members include children who attend the school in which those organizations use a facility are not required to pay for the use of the facility. However, if any part of the kitchen is needed then it is a must to have a CNP employee working in the kitchen; and this employee must be paid for his/her time worked.

(4) CNP Employee's Compensation

All CNP employee compensation in connection with the use of school facilities will be paid to the employee through the East Baton Rouge Parish School System Payroll Department. Hours worked will be submitted through the normal CNP payroll reporting process. The CNP employee's time shall be recorded on a time sheet and paid using an

approved "Justification for Overtime" form and reported for payment using CNP payroll reporting procedures.

The CNP manager will prepare a "Special Event" meal form and submit the employee's time worked and foods prepared, if applicable, to the CNP office for preparation of an invoice and ledger entry in the financial management software, GEMS, to bill the school or the outside agency for the cost of the use of facilities, labor and food used in the Special Event. The school principal or outside agency designee prepares a check made payable to the CNP for the invoiced amount. The check is sent to the Finance Department designee in Central Office for payment of the Special Event. A CNP employee must be present in the kitchen if the kitchen is used to prepare or even warm food. Under the Fair Labor Standards Act, a CNP employee cannot volunteer to perform tasks that are normally performed during the course of that employee's workday; therefore, if a CNP employee works to prepare and serve food and/or clean the kitchen or dining area, the employee must be paid overtime for the work performed in connection with the special event.

If no CNP employee(s) from the school is/are willing to work the special event, the cafeteria manager will make a special effort to find a CNP employee from another school to work the event.

*Exception: If a CNP employee is employed by the outside agency after the normal work hours or on the weekend and the outside agency is paying for the use of the school kitchen, then the outside organization may pay the employee directly through the outside agencies normal payroll process. Under this circumstance, the CNP employee is working as an employee of the outside agency.*

- (5) Rules in the preparation and service of food for a special event
- Special event activities requiring the participation of the food service employees cannot interfere with the preparation and service of student meals or snacks during the course of the normal school day.
  - USDA commodities cannot be used in the preparation of any food item for use in

catering/special functions except for the following: in the preparation and sale of foods for any **school-related function** at which the primary beneficiaries are the students themselves. Records of the kinds and quantities of USDA commodities that are used must be maintained.

- An outside agency cannot purchase food through the cafeteria manager using the CNP bid prices.
- If the school kitchen and/or serving line is/are used, a CNP employee must be present to operate kitchen equipment to ensure that food is handled properly, and to ensure that the kitchen and dining room are clean and ready for student meal service on the next day.
- Non food service volunteers for a function may assist in assembling food (like making sandwiches), serving food and cleaning the serving line, kitchen and dining room, but cannot operate any of the kitchen equipment. Volunteers who handle food should wear a hair restraint, a clean apron, clean clothes and closed-toe/heel, skid proof shoes (like tennis shoes) with socks. They should wear a shirt with sleeves and remove all jewelry (gemstones can fall out of earrings and necklaces) while serving the food. It is important that all volunteers wash their hands before handling any food.

d. School Athletic Facilities

Any person, group, or organization requesting to use a "school athletic facility" free of rental charges shall follow all normal procedures for the initial request.

After the Board has granted initial waiver of rental fee to the person, group, or organization, any further requests need not be presented for Board action. All waivers shall be renewed annually. The person, group, or organization must adhere to all other established procedures.

e. Use of School Grounds

The public shall be allowed to use school grounds (excluding

buildings) for recreational or sport purposes only during daylight hours and only during the time when classes or other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms or explosives or other dangerous weapons or alcoholic beverages shall be allowed on any school grounds. All activities of a non-recreational or non-sports nature, such as political rallies, gatherings, or meetings shall usually be prohibited.

No supervisory personnel shall be provided during this time, and any person who uses the school grounds for the limited purposes set forth herein does so at his/her own risk. The Board shall assume no liability for any accident, injury, or loss suffered by any person using the school grounds under the permission herein granted.

The person, group, or organization shall provide the required certificate of insurance prior to the use of school grounds.

Revised: June, 2007

Ref: La. Rev. Stat. Ann. ' ' 17:81, 17:240; Board minutes, 11-4-99, 4-19-07.

## PUBLIC CONDUCT ON SCHOOL PROPERTY

The East Baton Rouge Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school function. Examples of unsportsmanlike conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Possessing a weapon
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or school district employee
6. Interfering in any way with an athletic or co-curricular event
7. Engaging in any activity which is disruptive or illegal

## **VISITORS TO THE SCHOOLS**

The East Baton Rouge Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Programs may be planned throughout each school year to provide opportunity for visits to the schools.

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Therefore, all visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

The School Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate Board policy.

Ref: La. Rev. Stat. Ann. ' ' 17:416.6, 17:416.10.

## SCHOOL FOUNDATIONS

Because demands on the educational system exceed available public funding, the East Baton Rouge Parish School Board recognizes that members of the community are often willing to make voluntary contributions that will provide needed additional funds for the school district. The Board encourages the creation of independent educational foundations, such as the *Academic Distinction Fund*, to actively raise funds that will enhance educational opportunities for students.

The School Board desires to work cooperatively with any foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. It is the desire of the Board that all allocations serve all district schools on an equitable basis.

## **ADVERTISING IN THE SCHOOLS**

The East Baton Rouge Parish School Board shall not permit commercial advertising in any buildings of the school district or on school grounds or properties unless specifically approved by the School Board.

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, or on athletic fields of the schools. Prior to authorizing any advertisements on school property, the principal shall present the proposed advertisement to the Superintendent for review and presentation to the Board for approval.

Non-profit organizations may make requests to the Public Information Officer to place advertisements, flyers, and other informational items in the schools.

Solicitation of advertising or use of the school district to promote the merit of or sale of any product by brand name or trademark shall not be permitted by the Board.

Ref: La. Rev. Stat. Ann. '17:81.

**DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS**

The East Baton Rouge Parish School Board shall not permit advertising literature of commercial organizations to be distributed in the schools without the approval of the School Board.

Announcements, notices, material, and publications from outside noncommercial organizations shall not be distributed in a school without the approval of the Superintendent or his/her designee.

## **SCHOOL BOARD ASSOCIATIONS**

The East Baton Rouge Parish School Board may maintain membership in the Louisiana School Boards Association. It shall support, when mutually beneficial, the objectives of regional and national associations. Authorization to include in the annual budget organizational dues and travel expenses to meetings of said association shall be automatic from year to year.

## **RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

It is the policy of the East Baton Rouge Parish School Board to cooperate with law enforcement agencies for the best interest and welfare of all citizens. Schools have the responsibility to parents for the welfare of the students while they are in the care of the school. Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the schools, and for safeguarding all school property.

All contact with representatives of law enforcement agencies by school personnel shall be governed by applicable Board policies.

### **APPREHENSION**

The East Baton Rouge Parish School Board authorizes principals or designees to release minor students into the custody of a law enforcement officer upon presentation of a court order. The principal or designee will immediately notify the parent/guardian or responsible relative of the student's release and the place to which the student is reportedly taken, except in cases of suspected child abuse.

Whenever a student is suspected of being a victim of child abuse and is being removed from the school premises, the Superintendent or designee must give the telephone number and address of the student's parent/guardian to the law enforcement officer. The officer then has the responsibility of immediately notifying the parent/guardian.

Personnel responsible for releasing a student from school custody shall exercise extreme diligence to prevent such release to any unauthorized or unidentified person.

### **STUDENT PROBLEMS OCCURRING IN SCHOOLS**

At times, there are situations that occur at the local schools that require the assistance of the police department. When the school summons the police for assistance, the officer or officers will render whatever assistance is required.

If the student is over seventeen (17) years of age the responding law enforcement shall determine whether an arrest ensues for whatever cause.

If the school officials do not wish for the student to remain on campus and want the student removed from the school premises, said officials may request that he/she be transported home by the police, or sent home, if the student has transportation. (If the student lives out of the city limits, the services of the sheriff's office may be requested.) The student shall then be subject to appropriate disciplinary measures.

If the student is under the age of seventeen (17), or the student has no transportation, the

student should be isolated in the principal's office and the parent or guardian called to come pick up the child. Otherwise the child should be transported home on the regular school bus run if no parent or guardian is available. If the police must be called to prevent serious harm to the student or to others, an arrest may follow at the discretion of law enforcement officials.

#### ARREST OF A STUDENT AT SCHOOL

The principal may suggest the officer make his/her arrest at another time and not on the school grounds, although this is discretionary to law enforcement. The principal may request from the arresting officer a copy of the legal process document, if available, giving the authority to take the student into legal custody. If the officer is making an arrest, or taking the student into custody without a document showing legal authority to do so, the principal should secure the officer's signature, badge number, and the employer's agency name on a statement prepared by the principal reciting the time and date, the name of the student and the reason for the arrest.

Regardless of whether or not the officer has a legal process document in his/her possession when the student is taken into custody, the principal should make every effort to inform the student's parents before the arrest is made, or as soon thereafter as possible if the student's parents were unavailable at the time of the arrest and such notification shall be documented.

Ref: U.S. Const. Amend. IV; U.S. Const. Amend. XIV, Sec. 1; La. Rev. Stat. Ann. §§ 17:416, 17:416.3; Moore v. Student Affairs Committee of Troy State University, 284 F. Supp. 725 (M.D. Ala. 1970); New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733.

## **RELATIONS WITH ARMED FORCES/MILITARY AGENCIES**

The East Baton Rouge Parish School Board shall allow military recruiters the same access to secondary students as offered to postsecondary institutions and prospective employers.

Military recruiters shall also have access to names, addresses and phone numbers of secondary students except in the case of a student whose parent has requested the information not be released.

Ref: 20 U.S.C. 7401 et seq.; 20 U.S.C. 7908.