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**SCHOOL, HOME, AND COMMUNITY
RELATIONS**

6.1—COMMUNICATION GOALS

The single most significant factor in student achievement is the teacher. The teacher's effectiveness is greatly enhanced when supported by the school community as a whole, the student's home, and the community at large. The Arkansas General Assembly and the Department of Education have demonstrated their understanding of the importance of involving such groups by repeatedly mandating their inclusion in the educational system and process. Communication with staff, parents, grandparents, legal guardians, business, and community members is fundamental to increasing their concern for, and involvement in, raising student achievement.

Communication should be two-way between the District and the public. The communications program shall strive to:

1. Increase mutual understanding, trust, and support between the District and parents, business, and the community as a whole;
2. Keep District staff regularly informed of upcoming District programs and events as well as noteworthy staff and student accomplishments to enable all the staff to help promote positive public relations;
3. Create and disseminate brochures, flyers, and fact sheets that will help parents and community members better understand school policies and procedures and acquaint them with areas where their volunteer services are most needed;
4. Inform legislators of the accomplishments of the District's students and staff, as well as how proposed legislation could affect the district;
5. Maintain good relations with the news media and provide the media with pertinent news releases; and
6. Increase the participation of parents, grandparents, legal guardians, business, and community members in school activities and programs.

The Board will appoint committees, when appropriate, to help the District examine issues facing it. Such committees may include members of the public, students, parents, and school employees, as well as members of the Board. Members may serve until the committee makes its non-binding recommendations to the Board.

Any committee, which includes among its members a member of the School Board, shall operate according to the requirements of the Arkansas Freedom of Information Act.*

The Board shall hold a public meeting, at least annually, to report on the District's progress toward attaining its goals and to review its long-range plan. Those individuals attending shall have an opportunity to ask questions.

Legal References: A.C.A. § 6-18-1003(2)

A.C.A. § 6-18-1005(a)(1)
A.C.A. § 6-15-1005(c), (f)(1)(2)
A.C.A. § 6-16-603 (a) (3)
*A.C.A. § 25-19-106
Arkansas State Board of Education: Standards for Accreditation: 7.02.3
Arkansas Department of Education: Gifted and Talented Program Approval Standards:
4.0; 10.03

Date Adopted: March 11, 2008
Last Revised:

6.2—RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS

The Board recognizes and values the many contributions support organizations make to the District's schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District's educational and extracurricular objectives through the goods and services they provide.

Groups wishing to be recognized as a support organization must have open membership and have their by-laws approved by the school principal, the Superintendent, and the Board. School personnel shall assist approved booster organizations in their efforts to the extent practicable. Meetings of such organizations, cleared through the principal, shall not be subject to school use fees. School staff members are encouraged to attend and participate.

Fund-raising activities are to be approved in advance by the principal or his/her designee. Prior to the donation of equipment and/or supplies to the school, the organization should seek the advice of the principal to help ensure the compatibility of the donation with present school equipment. All equipment donated to the District becomes the property of the District.

Date Adopted: March 11, 2008

Last Revised:

6.3—PUBLIC GIFTS AND DONATIONS TO THE SCHOOLS

The District and the Board of Education may receive monetary gifts or donations of goods or services that serve to improve or enhance the goals of the District. Any gifts to the District become the property of the District and are subject to the same regulations as any other District owned property.

It is a breach of ethical standards and a violation of Arkansas law for any Board member, administrator, or District employee to receive a gift of any kind in return for employment with the District, or to influence the award of any contract or transaction with the District. All personnel shall examine the “reasonableness” of any gift or donation against its potential for real or perceived violation of the aforementioned ethical standards before accepting any gift or donation in the name of a school or District.

The Board reserves the right to not accept any gift or donation that would not contribute to the attainment of District goals or that would obligate the District to unacceptable outlays of District resources. The administration shall present for Board consideration and approval any gifts or donations the administration deems could so obligate the District.

The Board will strive to honor the donor’s intent regarding gifts earmarked for a specific purpose; however, laws and District’s needs change with time and the District reserves the right to adjust the use of any gift to meet current needs of the educational program.

Legal References: A.C.A. § 6-24-110
 A.C.A. § 6-24-112

Date Adopted: March 11, 2008
Last Revised: June 12, 2017

6.4—VOLUNTEERS

Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow certified personnel more time to devote to instruction.

The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

All volunteers who intend to act as head coaches and assistant coaches must:

- 1) Be at least twenty-two (22) years of age;
- 2) Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades 7-12.

A member of the board of directors of the District or the spouse of a member of the board of directors of the District may not be a registered volunteer for the District unless a majority of the disinterested members of the Board of Directors approves a resolution for the board member or board member's spouse to be a registered volunteer. The resolution approving the board member or board member's spouse to be a registered volunteer shall be effective for only one (1) school year.

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:

- Football;
- Basketball; and
- Track and field.

Background Checks for Volunteers

For the purposes of this policy, "clear background check" means that:

- A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12-12-1601 et seq;
- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks; and
- The potential school volunteer's name was not found on the Child Abuse Central Registry.

Background checks shall be required for only those volunteers who will exercise direct, unsupervised access to students or who will be granted supervisory responsibility over students. The District's administration shall determine, in its reasonable discretion, the individuals who are to be tested.

The District shall maintain the following information on volunteers:

- a) The total number, location, and duties of all volunteers;
- b) The total numbers of annual hours of service provided by volunteers; and

- c) Any reimbursements made to volunteers for expenses, transportation, or other cost incurred in connection with volunteer services.

Volunteers will be made aware that the Arkansas Department of Human Services considers volunteers for school districts to be mandated reporters of child maltreatment and will receive training on the responsibilities of a mandated reporter.

Legal References: A.C.A. §§ 6-17-410, 411, 414
 A.C.A. § 6-22-101 et seq.
 A.C.A. §§ 12-12-1601 et seq.
 A.C.A. § 12-18-402
 A.C.A. § 12-18-909(g)(21)
 A.C.A. § 21-13-101 et seq.

Date Adopted: March 11, 2008
Last Revised: April 28, 2014
 June 9, 2015
 June 12, 2017

6.5—VISITORS TO THE SCHOOLS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

Cross Reference: For non-adult visits see Policy 4.16—STUDENT VISITORS
 For Level 3 and Level 4 sex offenders see Policy 6.10—SEX OFFENDERS ON
 CAMPUS (MEGAN'S LAW)

Date Adopted: March 11, 2008

Last Revised: May 11, 2015

6.6—FUND RAISING

All fund raising activities, including school-affiliated online fund raisers, held in the District or in the name of the District must be pre-approved in writing by the affected school principal and the Superintendent's office should be notified of each activity. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising activity. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

- 1) Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
- 2) Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds.

Secondary Schools

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must submit a written proposal to the school principal for approval.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

Elementary Schools (K-6)

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one such activity per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.

- 1) Student participation in fund raising programs is voluntary;
- 2) Students who do not participate will not forfeit any school privileges;

- 3) An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and
- 4) Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.
- 5) Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

For purposes of this policy, a “school-affiliated online fund raiser” includes, but is not limited to, a fund raiser intended to raise funds for a particular teacher’s classroom, grade, student club or organization, or athletic team.

Legal References: A.C.A. § 6-18-1102
 A.C.A. § 6-18-1104

Date Adopted: March 11, 2008
Last Revised: May 11, 2015
 June 12, 2017

6.7—COMPLAINTS

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed
2. Principal
3. Assistant Superintendent
4. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner.

1. The complaint shall be referred to the federal programs director, who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the ADE shall be completed within 30 work days of receipt of the complaint, unless a longer time period has been approved by the ADE.
5. The investigation of complaints made directly to the district shall be completed within 40 work days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within 40

- work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.
6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

Date Adopted: March 11, 2008

Last Revised:

6.8—DISTRIBUTION OF PRINTED MATERIALS

The Administration shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the Superintendent or his/her designee.

Distribution of printed materials, flyers, photographs, or other visual or auditory materials not originating within District schools to students or staff shall have prior approval of the Superintendent or his/her designee.

Date Adopted: March 11, 2008

Last Revised:

6.9—MEDIA RELATIONS AND NEWS RELEASES

It is important that the District maintain good relations with the media. The Superintendent or his/her designee shall devise and implement a plan for the release of pertinent information to the media regarding educational programs, awards, or other student and staff achievements, and special events. The plan shall not require schools to clear the release of public service announcements through the District Administration prior to their release, but may require schools to obtain the approval of the Superintendent prior to the release of any statistical type data.

The District shall attempt, within reason, to accommodate media requests for interviews and shall endeavor to be fair and impartial in its treatment of media representatives.

The release of information to the media shall be done in a timely manner, either by written releases or by telephone interviews, to keep patrons abreast of newsworthy District achievements and shall strive to be factual and objective with personal opinions duly noted.

The Board encourages students and staff to participate in academic competitions and programs. Awards earned in such endeavors shall be communicated to the media. Award recipients may also be recognized at Board meetings.

Date Adopted: March 11, 2008

Last Revised:

6.10—SEX OFFENDERS ON CAMPUS (MEGAN’S LAW)

The Jonesboro Public School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding the school principals to be notified rests solely with law enforcement officials; law enforcement officials use a rating system to determine who needs to be notified, which is according to the offender’s dangerousness to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school’s property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers’ assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notifications in their official capacity and are **not** to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

Persons **not** to be notified except at the specific discretion of area law enforcement officials include members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. District personnel may inform the press about procedures that have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity that is appropriate for a parent, guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances.

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4 sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

- Is the parent or guardian of or is related by blood or marriage within the fourth (4th) degree of consanguinity to a student enrolled in the public school; and
- Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he or she will be attending the event.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

Legal References: Arkansas Department of Education Guidelines for “Megan’s Law”
 A.C.A. § 5-14-131
 A.C.A. § 12-12-913(g)(3)
 A.C.A. § 28-9-212

Date Adopted: March 11, 2008

Last Revised: June 12, 2017

6.11—PARENTAL/COMMUNITY INVOLVEMENT - DISTRICT

The Jonesboro School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the district shall work to

1. Involve parents and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
4. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent and community involvement programs to suit the needs of our district;
10. Train parents to enhance and promote the involvement of other parents;
11. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318
 A.C.A. § 6-15-1702
 A.C.A. § 6-15-1703
 A.C.A. § 6-15-1704

Date Adopted: March 11, 2008
Last Revised:

6.12—PARENTAL/COMMUNITY INVOLVEMENT - SCHOOL

Jonesboro Public Schools understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Jonesboro Public Schools shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, area Pre-K programs, and Even Start;
3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Jonesboro Public Schools shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising

student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Jonesboro Public Schools shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

Jonesboro Public Schools shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

A copy of each school plan is available.

Legal References: 20 U.S.C. § 6318
 A.C.A. § 6-15-1702
 A.C.A. § 6-15-1703
 A.C.A. § 6-15-1704

Date Adopted: March 11, 2008

Last Revise

6.13 Use of School Facilities

Use of school buildings shall not be permitted for the purpose of promoting political and commercial causes or for private parties. Generally professional shows are permitted only when sponsored by a school group. In every use of a school building by outside groups, an employee of the school district must be present for proper supervision and care of the facility. Activities of both participants and spectators must be confined to the immediate area of the building granted for use.

All school activities shall take priority over non-school activities for the use of any school facility.

The user shall agree to reimburse the school district in full for any damage to the facility and/or equipment resulting from the activities of either participants and/or spectators.

The following rules will apply with each use of a school facility:

1. The consumption of alcoholic beverages, marijuana, or any drug is Strictly Prohibited. The violation of this rule by any member of a group using the facility will result in the group being told to leave the grounds, thereby canceling the event.
2. Any member of the audience for the event who enters the facility intoxicated or under the influence of marijuana or any drug will be asked to leave the facility immediately.
3. State and federal laws, and school district policy, prohibit smoking anywhere in school facilities.
4. At the conclusion of the group's activities, all equipment and objects for which they are responsible must immediately be removed.
5. If damage does occur to the property of the school, compensation for adequate repairs will be made promptly and without prejudice.

Any non-school group using the commons area of the high school, multi-purpose facility, gym, or building may be charge a fee of \$300 per event on weekdays and \$400 per event on weekend days. In addition, a \$15.00 per hour fee for custodial services is required and will be the responsibility of the non-school group. The agreed upon rental amount is payable to the Jonesboro Public Schools, and is due not later than ten working days prior to the rental date.

Date Adopted: March 11, 2008

Last Revise

6.13.1 Jonesboro High School Performing Arts Center Use Policy

Any organization, who does not fully comply with the following rules/regulations/policies, will not be allowed to use the facility for future events. The Jonesboro Public School District reserves the right to approve/deny the use of any school facility.

Scheduling

- Scheduling of the Jonesboro High School Performing Arts Center shall be based on priorities listed in the Jonesboro Public Schools Policies, Section 6.13 Use of School Facilities.
- Auditorium use may be requested by contacting the Performing Arts Center Manager by calling 870-933-5881 to check for available dates/times between 8:00 am – 4 pm, Monday through Friday.
- A date will be held for ten business days. To secure your date you must submit a completed Auditorium Use Form and any applicable deposit within ten business days. Applicable fees will be discussed at the time of booking.
- Clients not a part of the Jonesboro Public School District wishing to use the Performing Arts Center are required to furnish proof of liability insurance. The following methods are acceptable:
 - A Certificate of Insurance with a minimum of \$1,000,000 limit, which names the school district as an additional insured.
 - Special event coverage, naming the district as an additional insured.

Technical Labor and Supervision

- To ensure the protection of all in-house equipment and the professional presentation of events, the Jonesboro High School Performing Arts Center will require ALL CLIENTS to utilize the Performing Arts Center technical staff for their events. Any applicable fees will be discussed once the Auditorium Use Form is submitted and reviewed. The Performing Arts Center Manager will schedule any staff deemed necessary to provide for a quality event for the client.
- Security and Custodial Staff will be required at all functions. Once the Performing Arts Center Manager has reviewed the Auditorium Use Form security and custodial needs will be determined and applicable fees will be discussed.
- No Lighting or Sound Equipment is to be moved, disconnected or otherwise adjusted without the consent of the Performing Arts Center Manager or his/her designated representative.
- Lighting and Sound Equipment in the Jonesboro High School Performing Arts Center will be operated by approved Performing Arts Center Technicians. If a client wishes to use their own members as additional technicians, each of these persons must demonstrate to the Performing Arts Center Manager their capabilities to perform before they may be used. This also includes outside contracted lighting and sound technicians.
- Each client must provide a production Stage Manager, House Manager, Ushers and Backstage Supervision for their event. If they are not able to provide such personnel who are, in the Performing Arts Center Manager's opinion, qualified to fill these positions, they will be provided at a cost to the client.
- Backstage supervision for events having participants under the age of 18 should be one adult for every ten participants (Example: If you have 23 participants, you should have three adults supervising backstage). Backstage supervisors should be located at various spots in the makeup room and backstage area at the Performing Arts Center Manager's discretion.

- The Client must provide the name of the contact person for the event and coordinate the needs of all aspects of the Client's event with the Performing Arts Center Manager or his/her designated representative by using the Auditorium Use Form.
- All scenic units, decorations, props and electrical equipment provided by the Client is subject to a safety inspection by the Performing Arts Center Manager or his/her designee. Jonesboro High School reserves the right to prohibit the use of any scenery, decorations, props and/or electrical equipment that is deemed to be unsafe. Any items deemed to be unsafe must be brought up to minimum standards before being used, or must be removed from the premises.
- Specialized needs for sound and/or lighting must be arranged in advance with the Performing Arts Center Manager and should be indicated on the Auditorium Use Form.

Sets and Decorations

- Any sets and/or decorations will be discussed with the Performing Arts Center Manager at the time of application.
- The Client shall be responsible for putting up any sets and/or decorations and all other special preparations necessary for the event, unless otherwise agreed upon with the Performing Arts Center Manager and specified in the Auditorium Use Form.
- All sets and decorations shall be removed at the conclusion of the event. Any items remaining in the Auditorium at the conclusion of the event will be deemed trash and disposed of at the expense of the Client.
- Client shall be responsible for the removal of all decorations, attachment material, special preparations, Client's personal property, and any rented equipment before the client vacates the premises.
- Method of installation of all sets and/or decorations must have prior approval of the Performing Arts Center Manager.
- All materials must be flameproof or fire retardant.
- Construction of sets, props and decorations must be done off site. In extreme cases, exceptions may be made at the discretion of the Performing Arts Center Manager.
- Minimal set assembly and touchup painting may be done on site, under the supervision of the Performing Arts Center Manager or his/her representative.
- NO PAINTING OR CONSTRUCTION IS ALLOWED IN THE AUDITORIUM SEATING AREA, AUDITORIUM LOBBY OR HURRICANE HALL.
- NO PAINTING IS ALLOWED ON THE STAGE.
- NO PAINTING IS ALLOWED ON THE OUTSIDE SIDEWALKS SURROUNDING THE CENTER FOR THE PERFORMING ARTS.
- Painting is only to be done in the scene shop.
- Any change in the configuration of the stage draperies shall be at the discretion of the Performing Arts Center Manager. Groups are responsible for repair or replacement of draperies damaged from misuse.
- The use of all types of tape, nails, staples, screw and/or tacks is NOT allowed on walls, draperies, or flooring. If you must attach sets and/or decorations to these surfaces please discuss this with the Performing Arts Center Manager during your walk through and solutions will be explored.
- Insufficient removal of any items will result in cleanup charges being assessed.
- Open flames (such as lighted candles) are NOT allowed.

- All plants, trees and shrubs must be in waterproof containers and must be carefully placed so as not to damage floors, furnishings or block exits.
- The use of confetti, hay bales, sand, glitter, Mylar, metallic confetti or confetti canons will be at the discretion of the Performing Arts Center Manager and should be included on the client's Auditorium Use Form.
- For safety reasons, relocation or rearrangement of Jonesboro High School Performing Arts Center equipment is not permitted. Technical staff on duty must approve and perform any rearrangement of furnishings and/or equipment.
- All doors, aisles, access to fire curtain cord and fire extinguishers must be kept clear in the event of an emergency.
- The use of smoke machines, fog machines and other pyrotechnical devices will be at the discretion of the Performing Arts Center Manager and should be included on the client's Auditorium Use Form.

Cleanup Responsibilities

- All garbage is to be placed in the garbage cans or bagged and placed by the rear overhead door.
- All set pieces, decorations, costumes, props, sound and light equipment not belonging to the auditorium must be removed immediately following the performance.
- Before usage, the Performing Arts Center Manager and client shall do a walk-through of the facility and note any deficiencies.
- The client is responsible for leaving the Auditorium in the same state they found it.
- At the conclusion of the event, before vacating the building, an Performing Arts Center representative will inspect the facilities with the sponsor of the event.
- Damages or incomplete cleanup will be noted and corrected by the client or will result in charges.
- The client should designate a member of their organization to walk through the seating area of the Auditorium to pick up trash and look for items left behind.
- The client should designate one or more members of their organization to sweep the stage, wings, backstage, makeup room, dressing rooms and dressing room restrooms.

General Rules and Regulations

- There will be no smoking on school grounds, including the Auditorium, on stage or backstage.
- The use of drugs and/or alcohol is prohibited
- No food or drink will be allowed (except for bottled water purchased from the auditorium concession) in the audience seating area, on the stage or in the dressing and makeup rooms.
- Only catered food will be allowed in the foyer area.
- Please limit backstage drink water.
- All food should be disposed of in the garbage can. All drinks must be in a container with a screw on lid. Empty drink containers should be disposed of in the garbage can.
- The Client will instruct their participants to keep their feet off of the Auditorium seats.
- The Client will inform all members of their event with access to the stage or backstage areas that items belonging to the Jonesboro High School Performing Arts Center, including but not limited to sets, props, costumes, accessories, musical instruments, lighting equipment, sound equipment, tools, building materials, paint and painting supplies, should not be touched, moved or used by the client or their participants without prior approval of the Performing Arts Center Manger or his/her representative.

- The Client will ensure that their participants remain in the Performing Arts Center or Commons area only. No one is to be allowed in the academic area of Jonesboro High School.
- The Client shall be responsible for the orderly conduct of all persons using the Auditorium during the event. Jonesboro High School reserves the right to remove, or have removed, any person behaving in an unlawful or objectionable manner.
- Fights, vandalism, or destructive behavior on the part of any member of a Client's group or its audience will be grounds for immediate cancellation of the event and all future events. No refund of fees will be given if an event is cancelled for any of these reasons.
- Usage of the Performing Arts Center is subject to inspection and approval of the Fire Marshall at any time.
- Admission to the Auditorium may not be granted, nor tickets sold in excess of the posted seating capacity.
- Jonesboro High School will not be responsible for lost-and-found items. In the event an item is found, the Performing Arts Center Manager will contact the Client. All found items will be held by the Performing Arts Center Manager for a maximum of 30 days.
- Jonesboro Public Schools reserves the right to amend these policies and/or fees and charges as deemed necessary without any advance notice. Previously approved reservations will not be affected by new rates.

Fee

A schedule of applicable fees will be provided at the time of initial contact with the Performing Arts Center Manager.

Date Adopted: April 28, 2014