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SCHOOL-COMMUNITY RELATIONS GOALS

Staff members have a responsibility to promote good school-community relations. The school-community relations program is directed by the Superintendent and is based upon the following principles.

1. The school-community relations program is a systematic, two-way process of communications between the District and the community.
2. The District may use media sources and other forms of communications available to effectively communicate with the citizens and employees.
3. Communications with the public should promote involvement, objective appraisal and support.
4. Communications should be internal as well as external and provide factual, objective and realistic data.
5. School communications should be responsive both to events as they arise and to evaluations of the process.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-02; 3301-35-04

CROSS REFS.: AE, School District Goals and Objectives
AFA, Evaluation of School Board Operational Procedures (Also BK)
KBA, Public's Right to Know

PUBLIC'S RIGHT TO KNOW
(Public Records)

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

[Adoption date: September 20, 2016]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g
ORC 121.22
149.43
3319.321
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
EHA, Data and Records Retention
GBL, Personnel Records
GBS, Health Insurance Portability and Accountability Act (HIPAA)
IGBA, Programs for Students with Disabilities
JO, Student Records
KA, School-Community Relations Goals
KKA, Recruiters in the Schools

NEWS RELEASES

The District is a public institution endeavoring to serve the educational needs of the community. It is important that information be disseminated concerning school activities and problems. The Superintendent develops procedures to provide wide coverage and to coordinate publicity, which enhances the image of the District.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BCB, Board Officers
EBC, Emergency/Safety Plans

NEWS RELEASES

The procedures regarding news releases are as follows.

1. The Board President is the official spokesperson for the Board, except as this duty is delegated to the Superintendent or another Board member.
2. News releases which are of a Districtwide nature or pertain to established Board policy are the responsibility of the Superintendent or a designated member of the administrative staff.
3. News releases which are of concern to only one school, or to an organization of one school, are the responsibility of the principal of that particular school.
4. The Board expects the administration to maintain a vital and effective link with the media sources of the community. This includes a variety of forms and forums. This effort is directed by the Board President or his/her designee.

(Approval date: June 21, 2011)

BROADCASTING AND TAPING OF BOARD MEETINGS

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public according to the following guidelines.

1. Photographs, broadcasting and recordings of meetings may be made only when all parties involved have been informed that cameras, broadcasting and/or recording devices are being used. Persons using these devices must notify the Board of their intent to do so.
2. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and no commentary is to be given in a manner that distracts Board members or the audience.
3. The Board has the right to halt any recording that interrupts or disturbs the meeting.

The Board may make the necessary arrangements to have audio recordings of all regular meetings and any special meeting that it deems appropriate.

[Adoption date: June 21, 2011]

LEGAL REFS.: U.S. Const. Amend. I
ORC 121.22
2911.21
2917.12
2921.31
3313.20(A)

CROSS REFS.: BD, School Board Meetings
BDDH, Public Participation at Board Meetings (Also KD)

COMMUNITY INVOLVEMENT IN DECISION MAKING

Community participation in the schools is essential to promote and maintain the quality of education for all students.

In addition to electing fellow citizens to represent them on the Board, all citizens may express ideas, concerns and judgments about the schools to the administration, to the staff, to any appointed advisory bodies and ultimately to the Board. Ideas should be addressed to the responsible individual in an appropriate fashion.

Residents may be invited by the Board to act as advisors, individually and in groups, in such areas as:

1. clarifying general ideas and attitudes held by residents in regard to the schools;
2. assisting in developing Board policies under which the District is to be managed;
3. assisting in establishing administrative arrangements and regulations designed to help implement these policies;
4. determining the purposes of curriculum and special services to be provided for students;
5. evaluating the extent to which these purposes are being achieved by present policies and/or
6. studying a specific problem or set of closely related problems about which a decision must be made.

The Board gives consideration to the advice it receives from individuals and community groups. Final authority for all decisions rests with the Board.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 121.22
OAC 3301-35-04

File: KC (Also ABA)

CROSS REFS.: AD, Development of Philosophy of Education
AFA, Evaluation of School Board Operational Procedures (Also BK)
BCE, Board Committees
BCF, Advisory Committees to the Board
FL, Retirement of Premises
IF, Curriculum Development

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes. No person may speak twice until all who desire to speak have had the opportunity to do so. Public participation may be cut off by the Board President if no new information is being presented.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 121.22(C)
3313.20(A)

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
BDDB, Agenda Format
BDDC, Agenda Preparation and Dissemination
BG, Board-Staff Communications (Also GBD)

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public participation when properly presented and conducted.

The order of business at any meeting shall include an opportunity for the public to address the Board, provided, however, that the Board does not obligate itself to consider any request or proposal unless such request or proposal is submitted to the Treasurer in writing at least 48 hours, excluding Sundays and holidays, before the meeting. The hearing of the public is held in a manner to permit a fair hearing in an amount of time that will not prolong the meeting unduly.

In order to accomplish these purposes, the following regulations apply:

1. Each person, upon request, may address the Board on each agenda item for no more than three minutes during the designated "Hearing of the Public" sections of the agenda.
2. Any presentation that is read by a member of the public is filed with the Treasurer for inclusion in the minutes.
3. Each person must provide name and address when addressing the Board.
4. The total time for "Hearing of the Public" shall not be limited unless the Board deems it to be in the best interests of the District. The Board President may cut off public participation if no new information is being presented.
 - A. First Hearing of the Public: comments limited to agenda items only
 - B. Second Hearing of the Public: general comments
5. "Hearing of the Public" shall not deal with personnel matters. Such matters shall be directed to the Superintendent during regular business hours.
6. A request for new action (not a part of the agenda) to the Board shall not be acted upon until the next following regular meeting.

(Approval date: June 21, 2011)

COMMUNITY INSTRUCTIONAL RESOURCES

Helping each student develop to his/her full potential and to become a citizen contributing to the welfare of the community are important objectives of the District's educational program. The Board encourages administrative and instructional personnel to rely on the community as one of its educational resources. The administration directs community instructional resources designed to involve the citizens, institutions and environment of our community in the education of its children.

The Superintendent has supervisory control over community relations, which includes school volunteer service. Members of the staff and of the community are encouraged to offer their ideas and services through the channels that the administration develops.

The Superintendent reports to the Board on the involvement and effectiveness of community relations.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: GBQ, Criminal Records Check
IICC, School Volunteers

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

Although the basic purpose of public school premises is to provide the youth of the community a sound educational program, the complete function of education is not achieved until the school premises are made to serve the entire community. To accomplish this objective, when school premises are not in use for school purposes, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit the use of school premises for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

[Adoption date: November 17, 2016]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Title VIII, Section 801
ORC 3311.215
3313.75; 3313.76; 3313.77; 3313.78; 3313.79
4303.26

CROSS REFS.: KGB, Public Conduct on District Property
KI, Public Solicitations in the Schools

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

The Board encourages the community use of school premises. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, specific regulations have been established.

Conditions Governing Use of School Premises

1. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building is used for commercial or personal gain.
3. No building is used for any fundraising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes.
4. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
5. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed.
6. Buildings are not used for recreation by outside groups on Sundays or legal holidays.
7. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
8. No group will, under any circumstances, tamper with any electrical or heating controls.
9. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
10. There is no smoking in the building.
11. The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages which might be done to any property, equipment or grounds.

12. The procedure for use of the football stadium follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient law enforcement protection and adult supervision.
13. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent.
14. Groups which use school premises must possess liability insurance.

Applications

An application is necessary when a group or organization not part of the District wants to use a school building or grounds. An applicant must assure the Superintendent that the group/organization will comply with all regulations and respect the property, equipment and grounds of the school.

A sponsoring organization or group must indicate that it:

1. intends to provide a program which promotes the welfare of the community and be for community purposes;
2. guarantees orderly behavior;
3. underwrites any damages due to its use of the premises;
4. pays for the use of equipment, property or grounds at the established rates and
5. possesses liability insurance.

Applications must be issued on a designated form. The following conditions are to be observed:

1. Fees are assessed in accordance with a schedule adopted annually by the Board. The Board has the authority to waive fees as it deems appropriate.
2. Permission must be obtained from the principal for the use and re-arrangement of any school equipment or furniture. If such items are to be moved, they are moved by the using organization and replaced in the original location.
3. Food may be served provided that care is taken to ensure that the area used is left as clean as it was before the meeting.

4. Service from the custodial staff is to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the premises to be used and closing up and properly securing the premises when the organization has left.

Processing the Application

Application forms are available in the office of the Superintendent. The application of a community group to use a school building or premises is filed with the Superintendent at least 30 days prior to the date of the proposed use.

After the application is cleared by the principal, it is sent back to the Superintendent at least 10 days in advance of anticipated use. The Superintendent arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official notifies the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use.

Use of Special Equipment

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls or other equipment belonging to a school must be made with the Superintendent at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware requires the assignment of a food service worker.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure. It is a general policy not to loan school equipment to outside groups. An exception may be made if a staff member accompanies the group and operates the equipment and the request is approved by the Superintendent.

(Approval date: June 21, 2011)

PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time.

Whoever violates this policy and/or building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state and local ordinances.

[Adoption date: June 21, 2011]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921
ORC 2903.13; 2903.22
2911.21
2917.11
2923.1212; 2923.122
3313.20(A)

CROSS REFS.: GBCB, Staff Conduct
IGD, Cocurricular and Extracurricular Activities
JFC, Student Conduct (Zero Tolerance)
KG, Community Use of School Premises (Equal Access)
KGBA, Spectator Behavior at Cocurricular and Extracurricular Events
KGC, No Tobacco Use on District Property
KK, Visitors to the Schools

SPECTATOR BEHAVIOR AT COCURRICULAR AND EXTRACURRICULAR EVENTS

The Board believes that cocurricular and extracurricular activities conducted for the benefit of the students of the District are a meaningful component of the District's total program. The Board further believes that through participation in these activities, students learn important skills and values that will be of benefit throughout their lives. It is clear that parents and spectators contribute to the educational value of the cocurricular and extracurricular activities through good sportsmanship.

Therefore, the Board expects spectators and parents at these events/activities to conduct themselves with the highest level of decorum. The presence of spectators at an event acknowledges that they will:

1. recognize that students participate for THEIR enjoyment not yours;
2. recognize that harassment or ridiculing a participant, coach, advisor or official is not acceptable;
3. respect the participants, coaches, officials and advisors for the time given to the game/activity and
4. refrain from the use of any controlled substances.

When behavior at school functions by spectators, parents, guardians or family (prior to, during or after the event) becomes unacceptable, the following steps shall be taken. The coach, advisor, staff member, administrator or the Superintendent under whose supervision the event is being conducted may:

1. request the person or group of persons engaging or participating in inappropriate behavior to cease;
2. request the person or group who continues to engage or participate in inappropriate behavior to leave the school premises and take reasonable steps to assure the orderly conduct of the event/activity, or
3. contact law enforcement as needed to remove unruly persons from the event/activity.

Failure to conduct oneself in an appropriate manner may result in:

1. removal from the event/activity for the remainder of the event/activity;
2. forfeiture of the right to attend a similar event/activity for a specified period of time or
3. forfeiture of the right to attend a similar event/activity for the remainder of the school year.

Persons forfeiting the right to attend future events/activities will be notified in writing by the building administrator of the intent to deny attendance.

This policy is posted in all school buildings and athletic premises within the District.

[Adoption date: June 21, 2011]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921
ORC 2903.13; 2903.22
2911.21
2917.11
2923.1212; 2923.122
3313.20(A)

CROSS REFS.: GBCB, Staff Conduct
IGD, Cocurricular and Extracurricular Activities
JFC, Student Conduct (Zero Tolerance)
KG, Community Use of School Premises (Equal Access)
KGB, Public Conduct on District Property
KGC, No Tobacco Use on District Property
KK, Visitors to the Schools

NO TOBACCO USE ON DISTRICT PROPERTY

The Board has a duty to protect and promote the health and wellbeing of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Tobacco Use Prohibited

No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic premises or parking lots.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice

"No Tobacco" signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District vehicles will display the international "No Smoking" insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

PUBLIC GIFTS TO THE DISTRICT

Gifts, grants or bequests are accepted by the Board, provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

Any person or organization desiring to give a gift or make a grant or bequest to the Board must contact the Superintendent, who submits the request to the Board.

Proposals for giving funds, equipment or materials to the District with a “matching” agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board’s policy of standardizing materials and equipment.

Whenever the District has an established project, contributions that reduce the cost or hasten the completion are welcome.

[Adoption date: June 21, 2011]

[Re-adoption date: November 20, 2018]

LEGAL REFS.: ORC 9.20
3313.17; 3313.36

CROSS REF.: BHD, Board Member Compensation and Expenses
IGDH, Crowdfunding

PUBLIC GIFTS TO THE DISTRICT
(Donations and Improvements for Premises)

On occasion an individual or an organization in the community may desire to contribute property or offer a suggestion for the improvement of the District's property or premises. The Board will make efforts to clarify and understand the wishes of the community in an effort to be responsive to its citizens.

Schools operate best when they have a positive relationship with the community, allowing the public a forum for voicing their desires. The Board can then consider ideas within the framework of its long-range planning.

Before making a specific proposal, the individual or organization should contact the Superintendent to discuss the general idea being proposed in light of the priorities of the Board. All laws governing the District must be respected. Suggested proposals must provide factual, objective and realistic data when they are presented to the Superintendent. Examples follow:

1. The Board may accept a gift, but there is a specific law detailing how that is to be done.
2. There are laws concerning the sale or lease of Board property, some requiring bidding.

The gift or facility improvement needs to be under the direction of the Board and used for the overall betterment of the District.

3. All of these laws, as well as Board priorities, must be taken into consideration before a specific proposal for gifts, property or facility improvements under the jurisdiction of the Board can receive final action from the Board.

The Superintendent is the liaison with the public. The proposal will be presented to the appropriate Board committees for discussion. Citizens are kept abreast of progress. Final action is the responsibility of the full Board.

(Approval date: June 21, 2011)

PUBLIC SOLICITATIONS IN THE SCHOOLS

No person may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Superintendent or the Board. This policy does not prohibit any school fundraising activity authorized by the Superintendent or other appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must not interfere with the classroom work of the teachers.

The school directory or lists of students are not made available to any outside person or agency for a profit-making purpose.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 2921.43
3319.321

CROSS REFS.: GBI, Staff Gifts and Solicitations
JL, Student Gifts and Solicitations
KG, Community Use of School Premises (Equal Access)
KK, Visitors to the Schools

ADVERTISING IN THE SCHOOLS

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent. All notices, including those by personnel, shall be approved by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Board.

No candidates for political office or agent shall distribute written materials in support of or opposed to an election of a candidate on Board property.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 3313.20; 3313.47

CROSS REFS.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGDB, Student Publications
IIBH, District Websites

VISITORS TO THE SCHOOLS

The Board encourages parents and other citizens of the District to visit schools to observe the work of the schools and to learn what the schools are doing.

To assure that no unauthorized persons enter buildings, all visitors to schools will report to the school office when entering, receiving authorization before visiting elsewhere in the building. (This policy does not apply when parents have been invited to a classroom or assembly program.)

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on the grounds.

In order to avoid undue distraction to teachers, other school employees and students, allowing access to classroom(s) to which their children are assigned is limited to the following: one occasion per month from September through May, with at least 24 hours' advance written notice to the principal. Due to opening and closing procedures, no classroom visitation will be allowed the first or last 10 days of any school year. This written notice may be waived by the principal due to unusual and compelling circumstances.

Classroom observation by a parent or any authorized visitor shall not exceed 45 minutes in duration, which must be consecutive (for example, a parent cannot observe a classroom three times during a day for 15 minutes each). When observing a classroom, a parent may not participate in the lesson, speak to the teacher or students except to exchange pleasantries, or intervene in classroom activities between teacher and student or student and student or otherwise.

These limitations on parents entering the classroom for the purpose or primarily for the purpose of observing their children do not apply to the use of parents as volunteers upon the teacher's or principal's request. Use of volunteers and the conduct and performance of volunteers is under the ultimate supervision and approval of the building principal. Volunteers must limit their activity to those requested or directed by the teacher or principal.

Failure of a parent to observe the limitations on classroom observation or volunteer participation shall result in the revoking of observation and/or volunteer activity for the following 12 calendar months, as determined by the Superintendent or his/her designee.

[Adoption date: June 21, 2011]

LEGAL REF.: ORC 3313.20(A)

CROSS REFS.: BG, Board-Staff Communications (Also GBD)
KGB, Public Conduct on District Property
KGBA, Spectator Behavior at Cocurricular and Extracurricular Events
KGC, No Tobacco Use on District Property
KI, Public Solicitations in the Schools

RECRUITERS IN THE SCHOOLS

All recruiters, military, employment and educational, are treated uniformly in the conduct of on-campus student recruitment. Scheduling of recruiting visits to the District is announced to the student body in advance. Recruiters are afforded the opportunity to conduct meetings during the school day with those students who are interested.

All group meetings are scheduled through the principal's office. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the principal's office.

In order to maintain the privacy of students, the Board prohibits the disclosure of any student list to any commercial organization which intends to use the list for commercial purposes. "Student list" is defined as Board-approved directory information. "Commercial organization" is defined as any entity which is a for-profit organization. "Commercial purpose" is defined as any activity which is an attempt to solicit business for profit.

Names and addresses of students in grades 10 through 12 must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information.

[Adoption date: June 21, 2011]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
20 USC 7908
Family Educational Rights and Privacy Act; 20 USC Section 1232g
National Defense Authorization Act: 10 USC 503: (P.L. No. 107)
ORC 149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321
3321.12; 3321.13
3331.13

CROSS REFS.: JO, Student Records
JOA, Student Surveys
KBA, Public's Right to Know

PUBLIC COMPLAINTS

Constructive criticism of the District is welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or equip the schools to do their task more effectively,

Although no member of the community is denied the right to bring his/her complaints to the Board, he/she is referred back to the proper administrative channels for solution before investigation or action by the Board. Exceptions are made when the complaints concern Board actions or Board operations only.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, learning materials or cocurricular or extracurricular activities is:

1. Teacher/Coach/Advisor
2. Assistant Principal/Athletic Administrator
3. Principal
4. Superintendent
5. Board of Education

If a complaint, which was presented to the Board and referred back through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter is made to the Board and then placed in the official files.

The Board expects the certified staff to receive complaints courteously (during an appointment) and to make a proper reply to the complainant.

Matters referred to the Superintendent and/or the Board must be in writing and should be specific in terms of the action desired.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 121.22
149.43

CROSS REFS.: KLB, Public Complaints About the Curriculum or Instructional Materials
KLD, Public Complaints About District Personnel

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Despite the care taken to select appropriate and valuable materials and the qualifications of the person involved in the selection, occasional objections to a selection are made. When such objections occur, principles of freedom of information will be defended rather than specific materials.

Persons requesting permission to examine instructional materials may examine such materials in a way so as not to disrupt the normal operations of the school.

If a complaint is made, the procedures are as follows:

1. School personnel are courteous to a complainant, make no commitment, advise the complainant to arrange a conference with the principal, and notify the principal of the complaint.
2. It is the complainant's responsibility to arrange a conference with the principal.
3. At this conference, the principal invites the complainant to file his/her objections in writing on the form Request for Reconsideration of Instructional Materials.
4. A complainant who does not complete and return the form receives no further considerations.
5. Upon receipt of the completed Request for Reconsideration of Instructional Materials form, the principal notifies the Instructional Materials Advisory Committee.
6. The Instructional Materials Advisory Committee serves in an advisory capacity concerning challenged materials. The committee is composed of the principal, an administrator appointed by the Superintendent, two faculty members appointed by the principal whose subject area would be affected by the complainant and two lay persons to be appointed by the building principal. These individuals would all be from the school receiving the complaint.
7. The challenged material may be temporarily withdrawn pending a decision of the Instructional Materials Advisory Committee.
8. The committee may work in either open or closed sessions at its discretion.
9. All balloting is by secret ballot.

10. The committee takes the following steps after receiving the completed Request for Reconsideration of Instructional Materials form:
 - A. reads, views and listens to the challenged material in its entirety;
 - B. checks general acceptance of the material by reading reviews and consulting recommended lists;
 - C. reevaluates the material using the previously established selection criteria;
 - D. determines the extent to which the original criteria were valid and/or appropriately applied and
 - E. completes and submits to the Superintendent a written report stating its findings and recommendations. Recommendation will be one of the following:
 - 1) removal from the collection
 - 2) restricted use
 - 3) return to regular use
11. The Superintendent informs the complainant, and others as deemed appropriate, of the decision within 30 days of the date the principal receives the complainant's completed form.
12. The decision can be appealed to the Superintendent.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 121.22
3329.07; 3329.08; 3329.09

CROSS REFS.: IIA, Instructional Materials
IIAA, Textbook Selection and Adoption
IIAC, Media Center Materials Selection and Adoption
INB, Teaching About Controversial Issues
KL, Public Complaints
KLD, Public Complaints About District Personnel

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

Complaints about personnel are investigated fully and fairly. Before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints are disregarded.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it is referred to the school administration for study and possible solution.

The Superintendent develops, for approval by the Board, procedures that ensure prompt and fair attention to complaints against school personnel. The procedure requires that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint or the employee involved may request an audience with the Board in executive session. Statutory restrictions on executive sessions are observed. Any Board action on the matter is taken in public session.

[Adoption date: June 21, 2011]

LEGAL REFS.: ORC 121.22
149.43

CROSS REFS.: BDC, Executive Sessions
BDDH, Public Participation at Board Meetings (Also KD)
GBL, Personnel Records
KL, Public Complaints
KLB, Public Complaints About the Curriculum or Instructional Materials

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

The following procedures are to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation is restricted in meaning to that criticism of a particular employee by a citizen of the District, which includes or implies a demand for action by District authorities. Other comments and suggestions are referred informally to appropriate personnel.

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member immediately informs his/her supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint. If the complainant has already met with the employee criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing.
3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized or to his/her immediate supervisor and immediately informs both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint is received, the principal or other supervisor schedules a conference with the complainant, the person criticized and, if advisable, the department chairman or other personnel who, in the opinion of either the supervisor or the person criticized, could contribute to a resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.

7. Should dissatisfaction remain after the above steps have been taken, the matter may be placed on the agenda for the next regularly scheduled Board meeting to be discussed in executive session. The decision of the Board is communicated in writing to all interested persons.

(Approval date: June 21, 2011)

RELATIONS WITH PARENT ORGANIZATIONS/RELATIONS WITH BOOSTER ORGANIZATIONS

The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the Board.

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs.

The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization:

1. School employees and Board-approved school volunteers may not be directly compensated in any manner by District support organizations.
2. In addition to parents, membership should be made available to District staff and members of the community.
3. Each District support organization shall work in cooperation with the principal and other staff members and shall abide by the policies of the Board.
4. It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board policy.
5. Each District support organization will submit its bylaws to the Superintendent for review and approval.
6. Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities or sports being supported as articulated by the coach/adviser and/or athletic director of such program, activity or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
7. The activities of District support organizations shall not involve the use of public funds and the District shall not assume responsibility for an purchases made on behalf of any support organization governed by this policy. The school District tax identification number shall not be used for district support organization purchases.
8. The time, date, purpose, location and conduct of all fundraisers on District property shall have prior approval of the administration. District support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first come, first served basis. Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be preapproved by the Superintendent.

9. All food items and beverages available for sale to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to 30 minutes after the end of the official school day) as fundraisers, including items sold by student clubs and organizations, parent groups, or booster clubs, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fundraisers also include giving away goods or services, but suggesting a monetary donation. All activities must be approved by the principal, in advance. If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Board policy.
10. Proceeds from District support organization fundraisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.
11. The Superintendent shall implement administrative guidelines that require each District support organization's fundraising activities be in compliance with Board policies and that the funds generated by such fundraising activities and donated to the District are used for school-related projects that have the approval of the Superintendent and principal.
12. District support organizations are encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.
13. Donations from District support organizations must be made in accordance with Board policy and any accompanying guidelines. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies and administrative guidelines.

[Adoption date: December 18, 2018]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.36; 3313.47

CROSS REFS.:

- AE, School District Goals and Objectives
- IGDG, Student Activities Funds Management
- KG, Community Use of School Premises
- KGB, Public Conduct on District Property
- KH, Public Gifts to the District
- KI, Public Solicitations in the Schools
- KJ, Advertising in the Schools
- KK, Visitors to the Schools
- KMA, Relations with Parent Organizations
- KMB, Relations with Booster Organizations

RELATIONS WITH PARENT ORGANIZATIONS/RELATIONS WITH BOOSTER ORGANIZATIONS

In accordance with board policy, all District support organizations, including parent associations, booster clubs and the like, are to abide by the following guidelines.

14. Bylaws of the organization clearly state:
 - A. The purpose of the organization, which must be to benefit the students of the District;
 - B. The name of the organization;
 - C. The procedure for the election of officers and the length of terms;
 - D. Provisions for student and staff involvement where such involvement in the conduct of the organization's activities is subject to the approval of the Superintendent and
 - E. Provisions that a District administrator or faculty member will be included on the organization's advisory board.
15. Each organization agrees that any donations made to the District shall be done in accordance with Board policy and the accompanying guidelines.
16. Each organization agrees to abide by the policies and guidelines established for the use of District facilities and grounds.
17. All district support organizations are to submit a copy of their bylaws to the Superintendent. These will be reviewed for assurance of alignment to Board policies and guidelines.
18. All District support organizations are to submit copies of their financial statements and tax filings to the Treasurer by April 1. These will be used as confirmation financial statements are maintained and tax filings have been made.
19. Boosters groups are encouraged to work closely with the Athletic Boosters, depositing funds in the Athletic Boosters account, earmarked for the specific group, rather than opening a separate deposit account.
20. District support organization website:
 - A. The Board acknowledges that many District support organizations publish independent websites. Such organization published websites shall not be hosted on the District network.
 - B. Hyperlinks to websites of approved District support organizations may be published on the District website.
 - C. The Treasurer shall at least annually review the websites of District support organizations. Upon consultation with the Superintendent, he/she may remove any hyperlink to any District support organization's website for failure to abide by Board policies and guidelines.

[Adoption date: December 18, 2018]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.36; 3313.47

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