

## SECTION K: SCHOOL-COMMUNITY RELATIONS

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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: February 18, 2003]

LEGAL REFS.: ORC 3315.07  
OAC 3301-35-03(J)

CROSS REFS.: AE, School District Goals and Objectives  
KBA, Public's Right to Know

## PUBLIC'S RIGHT TO KNOW

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 mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that the records nor the information in them will not 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: February 18, 2003]

[Re-adoption date: June 24, 2003]

[Re-adoption date: May 17, 2007]

[Re-adoption date: January 8, 2008]

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  
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: February 18, 2003]

LEGAL REFS.: ORC 3315.07  
OAC 3301-35-03(J)

CROSS REF.: EBD, Crisis Management

## 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: February 18, 2003)

## 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 are permitted only when all parties involved have been informed that cameras, broadcasting and/or recording devices are being used.
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: February 18, 2003]

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

## SPORTS AND SPECIAL EVENTS NEWS COVERAGE

The Board believes that radio or television coverage of school events can be beneficial to the District by focusing public attention on school events of interest to the community.

The Board authorizes the Superintendent to approve media coverage of school events that does not interfere with such events as planned and presents factual, objective coverage thereof.

The Board, in the case of interscholastic contests, may choose to share the fee with the opposing team, but it is not obligated to do so by the terms of this policy.

[Adoption date: February 18, 2003]

## TAX ISSUES

The Board examines financial needs in advance of any levy or bond elections. The Board provides the public with information on school building needs and on levy and bond elections. It does not use District funds to promote approval of school-related tax issues.

Tax reduction factors are considered in coordination with the sexennial property appraisal in affected District counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: February 18, 2003]

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5  
ORC Chapter 133  
3311.21  
3313.37; 3313.375  
3315.07  
3501.01  
Chapter 5705  
5748.01 et seq.

CROSS REFS.: BCF, Advisory Committees to the Board  
FL, Retirement of Facilities

## 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. developing Board policies under which the school system is to be managed;
3. establishing administrative arrangements and regulations designed to help implement these policies;
4. determining the purposes of courses of study 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. solving 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: February 18, 2003]

LEGAL REFS.: ORC 121.22  
OAC 3301-35-03(J)

CROSS REFS.: BCE, Board Committees  
BCF, Advisory Committees to the Board  
FL, Retirement of Facilities

## 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 is permitted at each meeting.

Each person addressing the Board shall give his/her name. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board, present and voting.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings.

[Adoption date: February 18, 2003]

LEGAL REFS.: ORC 121.22  
3313.20

CROSS REFS.: BCE, Board Committees  
BD, School Board Meetings  
BDDC, Agenda Preparation and Dissemination

## STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

The Board recognizes that employees of the District must enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. The Board and its supervisory staff, however, have a responsibility to evaluate staff members in terms of their faithfulness to and effectiveness in discharging school duties and responsibilities. Therefore, when non-school activities threaten a staff member's effectiveness within the District, the Board reserves the right to evaluate the impact of such activities upon an employee's responsibilities to the students and to the Board.

With the issuance of a full-time contract, the Board becomes the individual's primary employer. No employee shall then obligate or involve himself/herself to interests or vestments outside his/her professional position with the Board that interferes with the normal contractual commitment to the Board, except as approved by the Superintendent.

The following regulations are provided for guidance. Staff members shall not:

1. Give school time to outside activities when there is not valid reason to be excused from assigned duties.
2. Use school property or school time to solicit or accept customers for private enterprises.

The Board does not endorse, support nor assume liability for any staff member of this District who conducts outside activities in which students and employees of this District may participate.

[Adoption date: February 18, 2003]

## 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 the community relations programs.

[Adoption date: February 18, 2003]

LEGAL REFS.: ORC 3315.07  
OAC 3301-35-06

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

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

[Adoption date: February 18, 2003]

LEGAL REFS.: ORC 3311.215  
3313.75; 3313.76; 3313.77; 3313.79  
4303.26  
Title VIII, Section 801

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

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

The Board encourages the community use of school facilities. 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 Facilities

1. An employee of the Board must be on duty whenever a school building is used by an organization or group.
2. No building is used for commercial or personal gain.
3. No building is used for any fund-raising 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 may still occur at the discretion of the Superintendent.
6. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
7. No group will, under any circumstances, tamper with any electrical or heating controls.
8. The kitchen will not be used by any group unless arrangements are made to have one of the regular food service workers present.
9. There is no smoking on District property.
10. 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.
11. School-sponsored student groups must have a teacher/advisor present at the activity. Nonschool-sponsored student groups must have a teacher present or an employee approved by the Superintendent/designee.
12. Groups which use school facilities must possess liability insurance or a signed waiver of liability.



## Permits

A permit is necessary when a group or organization not part of the District wants to use a school building or grounds. An applicant for a permit must assure the special events coordinator that the group/organization complies with all regulations and respects 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 or signs a waiver of liability.

The following described activities are those which are permitted in school buildings or on school grounds without charge to the using organization or group. The Superintendent/designee is responsible for approving or disapproving requests for such use.

1. Permits are not required for activities such as school activities on school days which do not require the assignment of overtime to custodial personnel. A permit is not required for the principal's use of the building for such purposes as holding conferences or small group meetings of faculty, parents or students. When the building is used without the services of the custodial staff, the principal is responsible for the care and security of the building.
2. A "Facilities Use Permit" must be issued on a designated form. The following conditions are to be observed:
  - A. Times for use of buildings will be reasonable times established at the time of issuance of the permit.
  - B. 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.
  - C. 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.
  - D. Snacks, only, may be served provided that care is taken to ensure that the area used is left as clean as it was before the meeting.

- E. 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 facilities to be used and closing up and properly securing the facilities when the organization has left.

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### Processing the Permit Application

Application forms are available in the office of the special events coordinator. The application of a community group for a permit to use a school building or facilities is filed with the special events coordinator 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 special events coordinator in advance of anticipated use. The special events coordinator arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the special events coordinator 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 special events coordinator 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: February 18, 2003)

(Re-approval date: March 18, 2004)



COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

\_\_\_\_\_ (Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of \_\_\_\_\_ (subject of indemnity) whether it be caused by the negligence of indemnitor or the Alexander Local Board of Education or either party's agents or employees, or otherwise.

## 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.

### Good Conduct and Sportsmanship

The Board recognizes the value of cocurricular and extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Students and adults participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

[Adoption date: February 18, 2003]

[Re-adoption date: June 24, 2004]

[Re-adoption date: October 18, 2007]

[Re-adoption date: October 26, 2009]

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 Facilities (Equal Access)  
KGC, Smoking 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 well-being 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 facilities 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 which reduce the cost or hasten the completion are welcome.

[Adoption date: February 18, 2003]

LEGAL REFS.: ORC 9.20  
3313.36; 3313.47

CROSS REFS.: BHD, Board Member Compensation and Expenses  
FEE, Site Acquisition Procedures

## 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 fund-raising 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: February 18, 2003]

LEGAL REFS.: ORC 2921.43; 2921.431  
3319.321

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

## ADVERTISING IN THE SCHOOLS

School-business relationships, based on sound principles and community input, contribute to a high quality education. Positive school-business relationships should be structured in accordance with the following principles:

1. Corporate involvement must support the goals and objectives of the District.
2. Programs of corporate involvement must be structured to meet identified educational needs, and must be evaluated for educational effectiveness by the District on an on-going basis.
3. Sponsored and donated materials are held to the same standards used for the selection and purchase of curriculum materials.
4. Public-private partnerships must be consistent with all labor contracts, competitive bid requirements and all applicable Federal, State and local laws, rules and regulations.
5. Public-private partnerships may not provide direct financial benefit to District employees, students, parents or Board members.

[Adoption date: February 18, 2003]

[Re-adoption date: May 17, 2007]

LEGAL REFS.: ORC 3313.20; 3313.47

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

## ADVERTISING IN THE SCHOOLS

The Board recognizes that contests, exhibits and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. involve any direct cost to the District;
4. interrupt the regular school program unless the student body as a whole derives benefit from such activities or
5. cause the participants to leave the District, unless the Board policy for field trips has been complied with or the Board has granted special permission.

No materials may be used or circulated in the schools or on the grounds of this District which are deemed to be primarily advertising or political materials, with the following exceptions:

1. imprinted materials solicited by teachers as being suitable for a project or purpose of their class;
2. fliers of direct educational and cultural interest and of an essentially noncommercial nature or
3. films bearing only the name of the sponsoring firm.

District publications shall contain no advertising, but advertising is permitted in school newspapers, yearbooks, programs, etc., which are published by student organizations with the permission of the Superintendent.

No staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent.

Any outside organization or staff member wishing to solicit funds on school property must receive permission to do so from the Board.

Permission to solicit funds is granted only to those organizations or individuals whose purposes are consonant with the goals of this District and the interests of the community. Solicitation must take place at such times and places and in such a manner as is specified by the Superintendent and which does not interfere with the orderly operation of the schools.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

A copy of this policy shall be given to any individual granted permission to solicit funds on District property.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

(Approval date: February 18, 2003)



## VISITORS TO THE SCHOOLS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.)

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

[Adoption date: February 18, 2003]

[Re-adoption date: October 18, 2007]

[Re-adoption date: October 26, 2009]

LEGAL REF.: ORC 3313.20(A)

CROSS REFS.: BG, Board-Staff Communications (Also GBD)  
KGB, Public Conduct on District Property  
KI, Public Solicitations in the Schools

## VISITORS TO THE SCHOOLS

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the education program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be disruptive to the good order of the school. If the individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

At no time shall a staff member transact business with a person in the school who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

No member may confer with a student in school without the approval of the principal.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting.

Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present, suggests that he/she intends or is likely to become disruptive, may be requested to leave the premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.

(Approval date: February 18, 2003)

## 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: February 18, 2003]

[Re-adoption date: June 8, 2006]

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

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

If a complaint, which was presented to the Board and referred 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 staff to receive complaints courteously and to make a proper reply to the complainant.

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

[Adoption date: February 18, 2003]

LEGAL REF.: ORC 121.22

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

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the administrative/instructional staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
  - A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.
  - B. Following receipt of the formal complaint, the Superintendent provides for a re-evaluation of the material in question. He/She arranges for the appointment of a review committee from among the faculty and community to consider the complaint.
  - C. The Superintendent reviews the complaint and the committee's re-evaluation and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

The Board assumes final responsibility for all books and instructional materials which it makes available to students, and it holds its administrative/instructional staff accountable for their proper selections. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the re-evaluation of materials in library collections upon formal request.

[Adoption date: February 18, 2003]

LEGAL REFS.: ORC 121.22  
3329.07; 3329.08; 3329.09

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

## PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

### Re-Evaluation

In the event of disagreement with instructional and/or library materials, the individual wishing to have some material re-evaluated shall:

1. Meet with the building principal and appropriate administrative/instructional staff regarding the item in question. The principal or appropriate committee evaluates the item in question using the established adopted criteria and discusses it informally with the individual asking for reconsideration.
2. If the informal discussion does not resolve the problem, the individual wishing reconsideration is asked to complete the form "Citizen's Request for Reconsideration of Library/Curriculum Materials" and return it to the principal who photocopies and forwards it to the Superintendent.
3. The Superintendent then appoints a review committee to include teachers, librarian, administrator and parents. This committee will consider the item in question and recommend the resolution.
4. This committee will share the results of its findings with the Superintendent and the individual initiating the reconsideration. If this does not resolve the problem, this report shall be forwarded to the Board.
5. The Board, after receiving the committee report and the Superintendent's recommendation, shall take up the matter at the next regular Board meeting for resolution.

(Approval date: February 18, 2003)

CITIZEN'S REQUEST FOR RECONSIDERATION OF  
LIBRARY/CURRICULUM MATERIALS

Type of Material:            Book \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

Request Initiated By \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_

Person Making Request Represents:    Himself/Herself \_\_\_\_\_ A Group \_\_\_\_\_

If Group, Name of Group \_\_\_\_\_

To what do you object?

How did you become aware of this material?

Did you read or view the entire material?

What do you believe is the theme or purpose of this material?

Please write a short synopsis or describe briefly the content of this material.

Do you believe that there are good qualities of this material? If so, what?

What do you feel might be the result of experiencing this material?

What material do you recommend in place of this material?

1 of 2

What action do you request?

What would you prefer the school do regarding the material?

\_\_\_\_\_ Do not assign or recommend to my child

\_\_\_\_\_ Withdraw it from the collection

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_



## 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 executive session of the Board for a formal hearing. Statutory restrictions on executive sessions are observed. Any Board action on the matter is taken in public session.

[Adoption date: February 18, 2003]

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

CONTRACT REFS.: Teachers' Negotiated Agreement  
Support Staff Negotiated Agreement

## 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. Public complaints procedures for teachers are found in the Teachers' Negotiated Agreement.

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 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. The decision of the Board is communicated in writing to all interested persons.

(Approval date: February 18, 2003)

## RELATIONS WITH PARENT ORGANIZATIONS

The Board supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of the District, parent organizations share responsibility with the Board for the welfare of participating students.

Parent organizations desiring to use the name or offices of the District to organize students must obtain the approval of the Board as a prerequisite. Continued use of the school's name, logo, mascot, etc. is contingent upon compliance with all applicable Board policies and regulations.

Principals and staff members need to work closely with the officers of all parent organizations to provide a sustained system of activities that increase and enhance the educational opportunities for students. The activities must be integrated and balanced in accordance with the total District educational program and District goals and objectives and must comply with all State and Local law and regulations.

Parent organizations that wish to construct anything on school property must have the permission of the Board in advance of the construction project. The organization must provide the Board, in writing, proof of financial stability and that funds are available for the construction project.

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.

[Adoption date: February 18, 2003]

[Re-adoption date: May 17, 2007]

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

CROSS REFS.: AE, School District Goals and Objectives  
KH, Public Gifts to the District  
KI, Public Solicitations in the Schools  
KJ, Advertising in the Schools  
KMB, Relations with Booster Organizations

## RELATIONS WITH BOOSTER ORGANIZATIONS

The Board recognizes that the endeavors and objectives of booster organizations can be a valuable means of stimulating interest and endorsement of the aims and achievements of the District. Care must be taken to avoid compromising or diluting the responsibility and authority of the Board.

Annually, booster organizations must submit to the Superintendent/designee their tentative goals, objectives, projects and/or activities along with their fund-raising plans for the next school year and any changes made during the school year for review by the Board.

The Board retains final authority over all plans, projects and activities involving District students.

Booster organizations must abide by all District policies and rules as well as the following list.

1. Booster organizations should not use the school's tax ID number.
2. Booster organizations should not accept checks made out to the school and vice versa.
3. District officials should not have a leadership role in booster organizations.
4. Fund-raising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.
5. Documentation on ownership of property and fund-raising activities is required.
6. The use of the District name and emblems must be authorized.
7. Booster organizations must submit their bylaws as well as quarterly reports on income, expenses and balance sheets to the Superintendent for review and approval.

Booster organizations must have permission from the Board prior to any construction of facilities. The organization must provide the Board, in writing, that funds are available to complete the project.

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.

[Adoption date: February 18, 2003]

[Re-adoption date: May 17, 2007]

LEGAL REFS.: ORC 3313.20; 3313.47

CROSS REFS.: IGDG, Student Activities Funds Management  
KG, Community Use of School Facilities (Equal Access)  
KGB, Public Conduct on District Property  
KK, Visitors to the Schools  
KMA, Relations with Parent Organizations