

## SECTION K: SCHOOL-COMMUNITY RELATIONS

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\* Currently covered by Board policies

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\*Currently covered by Board policies

## 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 15, 2000]

[Re-adoption date: September 20, 2012]

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

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 for profit-making purposes or 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: June 15, 2000]

[Re-adoption date: January 15, 2004]

[Re-adoption date: February 15, 2007]

[Re-adoption date: September 20, 2012]

[Re-adoption date: September 19, 2013]

[Re-adoption date: August 18, 2016]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g  
ORC 121.22  
149.011; 149.35; 149.381; 149.41; 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 issues. The Superintendent develops procedures to provide wide coverage and to coordinate publicity that enhances the image of the District.

[Adoption date: June 15, 2000]

[Re-adoption date: September 20, 2012]

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: September 20, 2012)



## 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. Persons interested in taking photographs, broadcasting or recording board meetings should notify the Board of their interest in doing 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 and/or video recordings of all regular meetings and any special meeting that it deems appropriate.

The Board will audiotape all regular, special and committee meetings of the Board. Audiotapes cannot be a substitute for the official Board minutes. The District records commission can fix a schedule for destruction of records in compliance with State and Federal Law.

[Adoption date: June 15, 2000]

[Re-adoption date: September 20, 2012]

[Re-adoption date: December 21, 2017]

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)

## 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 Reappraisal and/or the Triennial Update in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: June 15, 2000]

[Re-adoption date: September 20, 2012]

[Re-adoption date: May 21, 2015]

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5

ORC Chapter 133

319.301

3311.21

3313.37; 3313.375

3315.07

3501.01

Chapter 5705

Chapter 5713

5715.33

5748.01 et seq.

OAC 5703-25-45 through 5703-25-49

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. 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 15, 2000]

[Re-adoption date: September 20, 2012]

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

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  
BCFA, Business Advisory Council to the Board  
BCFB, Family and Civic Engagement Committee  
FL, Retirement of Facilities  
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 15 minutes of public participation will be devoted to any one topic, unless a majority of the Board votes to continue the discussion. Public participation at committee meetings is limited to those invited to speak on specific issues.

Residents desiring to speak to the Board shall complete a form listing his/her name, address and the agenda or non-agenda item. If several people wish to speak, each person is allotted five minutes until the total time of 15 minutes per topic 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. The Board will not hear personal complaints of school personnel or complaints against any person connected with the District during public hearing times at Board meetings. Such concerns and comments about individuals should be brought to the attention of the administration.

[Adoption date: June 15, 2000]

[Re-adoption date: January 2, 2003]

[Re-adoption date: September 20, 2012]

[Adoption date: September 20, 2012]

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

To further improve the communication between the community and the Board, time shall be allocated at each regular or special Board meeting to hear Norwood citizens and/or representatives of school-related organizations. Public participation at committee meetings is limited to those invited to speak on specific issues.

- Residents wishing to speak to the Board should fill out a form listing name, address and the agenda or non-agenda item and hand the form to the Board President.
- Each speaker will have five minutes to address the Board.
- No more than 15 minutes will be devoted to any one topic, unless a majority of the Board votes to continue the discussion.

Speakers may offer such objective criticism of school operations as concerns them. However, the Board will not hear personal complaints of school personnel or complaints against any person connected with the District. Concerns and comments about individuals should be brought to the attention of the administration.

REQUEST TO ADDRESS NORWOOD BOARD OF EDUCATION

To: Norwood Citizens and/or Representative of a School-Related Organization

Re: Request to address the Board of Education at a Regular Meeting

If you are requesting to address the Board, it is required that you do the following:

1. On this form, list your name, address, organization and subject you wish to address
2. Remarks will be limited to five (5) minutes.
3. This request must be in the hands of the Board President prior to the start of the meeting.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

## 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 15, 2000]

[Re-adoption date: September 20, 2012]

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

CROSS REFS.: GBQ, Criminal Records Check  
IIC, 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.

The district may rent or lease premises to a public or non-public university for use for evening and summer classes.

Any school within the District receiving Title I funding must offer the same premises access to Boy Scouts as to other organizations.

[Adoption date: June 15, 2000]

[Re-adoption date: September 20, 2012]

[Re-adoption date: February 26, 2015]

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. A down payment for estimated cost of personnel may be required prior to the event.
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 or alcohol consumption 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 premises. 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.

Applications are not required for activities such as school activities on school days which do not require the assignment of overtime to custodial personnel and which do not extend beyond the hour of 6:00 p.m. An application is not required for the principal's use of the building for such purposes as holding conferences or small group meetings of staff, 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.

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. Afternoon meetings must end by 6:00 p.m. and evening meetings by 9:00 p.m.
2. 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.

3. 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.
4. 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.
5. 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.

### Processing the Application

Application forms are available in the office of the Superintendent. The application of a community group to use a school 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: September 20, 2012)  
(Re-approval date: February 26, 2015)

COMMUNITY USE OF SCHOOL PREMISES  
(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 Norwood City Schools Board of Education or either party's agents or employees, or otherwise.

[Approval date: February 26, 2105]

Norwood City School District, Norwood, Ohio

## 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: June 15, 2000]

[Re-adoption date: June 21, 2004]

[Re-adoption date: August 20, 2009]

[Re-adoption date: September 20, 2012]

[Re-adoption date: May 18, 2017]

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, 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.

For the purpose of this policy, electronic cigarettes are considered "tobacco."

### 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.

Enforcement

Citizens failing to comply with this policy are educated as to State law and the Board's policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

The following disciplinary actions may be taken against school visitors found in violation of this policy

1st offense: verbal notification of the policy

Multiple offenses: removal from school property or, if off-campus, removal from school activity

[Adoption date: September 20, 2012]

[Re-adoption date: March 20, 2014]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Goals 2000: Educate America Act; 20 USC 6081 through 6084  
ORC 3313.20  
3794.01; 3794.02; 3794.04; 3794.06  
OAC 3301-35-02; 3301-35-05

CROSS REFS.: GBK, No Tobacco Use on District Property by Staff Members  
JFCG, Tobacco Use by Students  
KGB, Public Conduct on District Property



## 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: June 15, 2000]

[Re-adoption date: September 20, 2012]

LEGAL REFS.: ORC 9.20  
3313.17; 3313.36

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: June 15, 2000]

[Re-adoption date: September 20, 2012]

LEGAL REFS.: ORC 2921.43  
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: September 20, 2012]

[Re-adoption date: February 16, 2017]

LEGAL REFS.: ORC 3313.20; 3313.47  
7CFR, Subtitle B, Chapter 11, Part 210

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

## ADVERTISING IN THE SCHOOLS

### General Guidelines

1. Any materials received or distributed as part of a public-private partnership must be age appropriate and in the best interest of students.
2. If the economic benefit from a partnership exceeds \$2,500 to a school or the District, the agreement must be in writing and approved by the Board.
3. If the agreement requires a contract, the contract may not be for longer than 5 years, or provide for automatic renewals or extensions, nor may it subject the District to payment during periods beyond the length of the contract or in excess of the prorated benefit in the event of early termination.
4. Marketing related to food and beverages must comply with the provisions of the District's student wellness policy, which allows the marketing and advertising of only those foods and beverages meeting applicable U.S. Department of Agriculture Requirements.

### Exclusive Vending Agreements

1. The District will enter into no agreements with vendors to provide exclusive District-wide soft drink access to student customers for soft drinks or snack foods purchased by students in school.
2. No students will be used as agents for any Districtwide vendors in an exclusive arrangement to sell products or services to the community at large.
3. School supply lists are brand neutral and do not endorse any individual merchant.

### Sponsored Educational Materials and Advertising in the Curriculum

Sponsored educational materials, whether purchased or provided free of charge by the sponsor, are not used in the classroom unless the District has reviewed them and found them to meet the following standards:

1. Accuracy: Statements are consistent with established fact or prevailing expert opinion.
2. Objectivity: Points of view are fairly represented. If the subject is controversial, arguments are balanced. Any sponsor bias is clearly stated and references to differing views are made.

3. Completeness: The materials contain all relevant information and do not deceive or mislead by omission.
4. Language: Materials are both interesting and readable.

#### Logo Advertising on School Grounds

1. All company logos appearing on school property, including non-cash donations provided by sponsors, are for identification purposes only.
2. Logos are not permitted inside or on the outside of school busses.
3. Public signs expressing the District's appreciation of an enterprise's support for education are permitted if approved by the Superintendent/designee.
4. Students are not required to wear the logo of any manufacturer for any school activity.

#### Advertising in Electronic Media

1. Except for courses of study which have specific lessons related to advertising, District students are not required to observe, listen to or read commercial advertising in the classroom.
2. The District will not enter into any contract to obtain electronic equipment or software that obligates the District to expose students to advertising directed at young people during school time.
3. The District will not post information about school procedures or events on electronic media that contain advertising directed at students or where personal information including, but not limited to, names, home addresses and telephone numbers is collected from students by service providers.

(Approval date: September 20, 2012)

(Re-approved date: February 16, 2017)

## DISTRIBUTION OF MATERIALS IN THE SCHOOLS

The District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material. In order to protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the District, the following requirements apply to the distribution of nonschool-sponsored material on school property and at school activities.

### Prior Approval Required

Individuals or groups not affiliated with the District, who desire to distribute materials to the members of the school community, must first receive approval of such materials through the Superintendent/designee.

Students and staff members who desire to distribute materials to members of the school community must first receive approval from the building principal and when in doubt the Superintendent.

### Types of Material Restrictions

Materials must be approved if they fall under one of the following categories:

1. publications of services, special events, public meetings or other items of interest to students or parents/guardians;
2. distribution of promotional materials of a commercial nature to students or parents/guardians;
3. paid advertisements on District property, including but not limited to billboard advertisements;
4. paid advertisements on or in school-sponsored publications, yearbooks, announcements and other school communications and/or
5. products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products.

### Manner and Mode of Distribution

The Superintendent/designee may approve the use of District time, personnel and resources in the distribution of materials if the materials are of an educational nature. The Superintendent will not, however, approve the use of District time, personnel or District resources for distribution if the materials are not of an educational nature and/or considered to be conducting business by soliciting participation, campaigning for membership or registering participants.

The building principals designate appropriate times, locations and means for which distribution of nonschool-sponsored materials is appropriate. Determinations are made on a case-by-case basis.

Distribution with or without District involvement does not mean to imply sponsorship or support for that which the materials endorse. The District takes no responsibility for problems arising between the sponsoring individual or group and the student or staff member who accepts the materials.

### Limitations on Content

Nonschool literature is not distributed on District property if:

1. the materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience;
2. the materials endorse actions endangering the health or safety of students;
3. the distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person;
4. the materials contain defamatory statements about public figures or others;
5. the materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
6. the materials are hate literature or similar publications that scurrilously attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others or
7. there is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked.

[Adoption date: September 20, 2012]

LEGAL REFS.: U.S. Const. Amend. I  
ORC 3313.20; 3313.47; 3313.66; 3313.661

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



## 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.

### Open Hours Visitation

At least once per year, each school shall have an open house and encourage parent visitation and participation. The open house can be held in conjunction with a Parent Teacher Association Meeting.

[Adoption date: June 15, 2000]

[Re-adoption date: December 17, 2009]

[Re-adoption date: September 20, 2012]

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

## 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 that 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 19, 2004]

[Re-adoption date: September 20, 2012]

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, 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: June 15, 2000]

[Re-adoption date: September 20, 2012]

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

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 professional 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 professional 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: June 15, 2000]

[Re-adoption date: September 20, 2012]

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

CITIZEN'S REQUEST FOR RECONSIDERATION OF  
LIBRARY/CURRICULUM MATERIALS

Type of material (book, film, pamphlet, etc.) \_\_\_\_\_

\_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Complainant represents: Self \_\_\_\_\_

Organization \_\_\_\_\_

Other \_\_\_\_\_

1. To what do you object? (Be specific, cite pages, frames) \_\_\_\_\_

\_\_\_\_\_

2. What do you believe might be the result of reading or seeing this material? \_\_\_\_\_

\_\_\_\_\_

3. For what age group do you recommend this material? \_\_\_\_\_

4. Is there anything good about this material? \_\_\_\_\_

\_\_\_\_\_

5. Did you read or see the entire material? \_\_\_\_\_

What parts? \_\_\_\_\_

6. Are you aware of the judgment of this material by professional critics? \_\_\_\_\_

\_\_\_\_\_

7. What do you believe is the theme of this material? \_\_\_\_\_

\_\_\_\_\_

8. What would you like your school to do about this material? \_\_\_\_\_

Do not assign it to my child.

Withdraw it from all students as well as my child.

Restrict it to more mature students.

Send it back for re-evaluation.

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

## 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 15, 2000]

[Re-adoption date: September 20, 2012]

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.

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

(Approval date: June 15, 2000)

(Re-approval date: September 20, 2012)

## 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 laws and regulations.

Parent organizations meeting the charitable trust filing requirements (25,000 in gross receipts or assets) must file with the Ohio Attorney General and submit to the Superintendent a certificate indicating that filing requirements have been met.

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: September 20, 2012]

Re-Adoption date: September 19, 2013

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.36; 3313.47  
OAC 109:1-1-02

CROSS REFS.: AE, School District Goals and Objectives  
KG, Community Use of School Facilities (Equal Access)  
KGB, Public Conduct on District Property  
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. Fundraising 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 fundraising 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.
8. Booster organizations meeting the charitable trust filing requirements (25,000 receipts or assets) must file with the Ohio Attorney General and submit to the Superintendent a certificate indicating that filing requirements have been met.

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.

[Re-adoption date: September 19, 2013]

LEGAL REFS.: ORC 3313.20; 3313.47  
OAC 109:1-1-02

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