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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 planned, systematic, two-way process of communications between the District and the community.
2. The program 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. The school communications program should be responsive both to events as they arise and to evaluations of the program.

[Adoption date: June 15, 2000]

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 principal is authorized and expected to keep the school's community informed about the school's program and activities. The release of information of Districtwide interest is to be coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly 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 office of the Treasurer during the hours when the administration offices are open.

Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the Treasurer, Superintendent or other persons responsible for the custody of confidential files. 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 records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Any individual who wants to obtain 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 the Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations. If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.

The person making the request pays the cost of postage and other supplies in advance. The number of records requests by any one person is limited to 10 per month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

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.

[Adoption date: June 15, 2000]

[Revision date: January 15, 2004]

[Revision date: February 15, 2007]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, § 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  
IGBA, Programs for Disabled Students  
JO, Student Records  
KA, School-Community Relations Goals  
KKA, Recruiters in the Schools

## SCHOOL-SPONSORED INFORMATION MEDIA

As part of an ongoing effort to keep the public informed and to solicit their suggestions and reactions, regular publications shall be prepared for the public by the District and by individual schools.

[Adoption date: June 15, 2000]

CROSS REF.: KA, School-Community Relations Goals

NEWS RELEASES

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

[Adoption date: June 15, 2000]

LEGAL REF.: OAC 3301-35-03(J)

CROSS REF.: EBD, Crisis Management

## 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.

The Board has directed that all Board meetings including committee meetings, excluding all executive sessions of any Board meetings, be audiotaped.

Audiotapes cannot be a substitute for the official Board minutes. The tapes can be used to assist in the preparation of the Board minutes and can be retained for a period not to exceed five years.

The school district records commission can fix a schedule for the destruction of records, provided there is no other statutory provision requiring the retention of records for any specific period of time.

[Adoption date: June 15, 2000]

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

## 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: June 15, 2000]

LEGAL REFS.: Ohio Const. Art XII, § 2, § 5  
ORC Chapter 133  
3311.21  
3313.46  
3315.07  
3501.01  
Chapter 5705  
5748.01

## 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 school 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: June 15, 2000]

LEGAL REF.: OAC 3301-35-03(J)

## 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.

1. 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.
2. Each speaker will have five minutes to address the Board.
3. 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.

[Adoption date: June 15, 2000]  
(Revision date: January 2, 2003)

LEGAL REFS.: ORC 121.22  
3313.20

CROSS REFS.: BCE, Board Committees  
BD, School Board Meetings  
BDDB, Agenda Format  
BDDC, Agenda Preparation and Dissemination  
KLD, Public Complaints About School Personnel

## 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 a community instructional resource program designed to involve the citizens, institutions and environment of our community in the education of its children.

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

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

[Adoption date: June 15, 2000]

LEGAL REF.: OAC 3301-35-03(J)

## COMMUNITY USE OF SCHOOL FACILITIES

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 total 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.

Forms can be found in the Board offices.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 3311.215  
3313.74; 3313.75; 3313.76; 3313.77; 3313.79  
4303.26  
Title VIII, § 801

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

## PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies 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 above 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 of Ohio 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]

[Revision date: June 21, 2004]

[Revision date: August 20, 2009]

LEGAL REFS.: Gun Free Schools Act; 20 USC 8921  
ORC 2907.03  
2909.05-2909.07

Norwood City School District, Norwood, Ohio

2911.21  
2917.11  
2923.1212; 2923.122  
3313.20 (A)

CROSS REF.: GBCB, Staff Conduct  
IGD, Cocurricular and Extracurricular Activities  
JFC, Student Conduct (Zero Tolerance)  
KG, Community Use of School Facilities  
KGC, Smoking on District Property  
KK, Visitors to the Schools

## SMOKING\TOBACCO USE ON DISTRICT PROPERTY

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. The Board recognizes that smoking and the use of tobacco can be hazardous to the health and safety of both the smoker and the nonsmoker. The Board declares all school buildings and grounds to be smoke-free.

Smoking and tobacco use are prohibited in all buildings, grounds, vehicles, and facilities of the Norwood City School District. Tobacco use is also prohibited by students, staff and volunteers at all events away from schools property where they represent the school district.

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.

Signs prohibiting smoking and tobacco use shall be posted on all school district property.

[Adoption date: June 15, 2000]

[Revision date: August 14, 2003]

[Revision date: October 21, 2004]

[Revision date: February 15, 2007]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 3313.20; 3313.751  
3794.01; 3794.02; 3794.03 (F); 3794.04; 3794.06

CROSS REFS.: GBK, Smoking on District Property by Staff Members  
JFCG, Tobacco Use by Students  
KGB, Public Conduct on District Property

## CARNIVALS AND RIDES

There shall be no carnival, fair or festival on District property, or held for the benefit of the Norwood City Schools or any of its activities, without prior written approval of the Superintendent/designee. All persons, organizations or sponsoring groups shall make written application for approval of a carnival, fair or festival to be held on District property, or for the benefit of the schools. The application shall describe the purpose of the event, the activities planned and the identity of any private concessionaires to be used. The application shall be signed by not less than two adults who shall be responsible for the event.

Sponsors shall not use student workers or helpers without first acquiring written permission from the student's parent or guardian.

Use of private concessionaires of rides and food products will be permitted only upon providing written proof that the concessionaire is properly licensed and adequately insured. All private concessionaires must be inspected prior to the commencement of the event.

This policy does not apply to academic, theatrical, musical or athletic activities sponsored by the District.

[Adoption date: June 15, 2000]

## 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]

LEGAL REFS.: ORC 9.20  
3313.36

## 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 and they must consent.

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]

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

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

[Adoption date: June 15, 2000]

CONTRACT REF.: Teachers' Negotiated Contract

## 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 to schools must report to the school office when entering, to receive authorization before visiting elsewhere in the building. (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.

Unauthorized persons are not permitted in school buildings or on school grounds. School principals and their designees are authorized to take appropriate action to prevent and remove such 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 a well-planned open house and encourage parent visitation and participation. The open house can be held in conjunction with a P.T.A. meeting.

[Adoption date: June 15, 2000]

[Revision date: December 17, 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

## RECRUITERS IN THE SCHOOLS

All recruiters, military, nonmilitary, commercial 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 to be scheduled through the principal's office. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the appropriate building administrator.

In order to maintain the privacy of its 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. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

Names and addresses of students in grade 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]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
ORC 149.41; 149.43  
1347.01 et seq.  
3317.031  
3319.32; 3319.321; 3319.33  
3321.12; 3321.13  
3331.13

CROSS REFS.: JO, Student Records  
KBA, Public 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 as follows:

1. employee
2. principal
3. Superintendent
4. 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.

At the request of an administrator, Board member or complainant, matters which are deemed of a highly sensitive or confidential nature may be presented directly to the Superintendent or to the President of the Board, and will not be routed through lower administrative channels.

[Adoption date: June 15, 2000]

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 in the principal's office.
  - 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]

LEGAL REFS.: ORC 3329.07; 3329.08; 3329.09

CROSS REFS.: IIA, Instructional Materials  
IIAA, Textbook Selection and Adoption  
IIAC, Library Materials Selection and Adoption

Norwood City School District, Norwood, Ohio

File: KLB

INB, Teaching About Controversial Issues  
KL, Public Complaints  
KLD, Public Complaints About District Personnel

## PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

### Procedures for Selection

In selecting materials and equipment for purchase, the media specialist evaluates the existing collection and equipment inventory and consults:

1. reputable, unbiased, professionally prepared selection aids
2. specialists from all departments and/or all grade levels
3. feedback from an established building level library committee

In specific areas the media specialists follow these procedures:

1. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
2. Multiple items of outstanding and much in demand media are purchased as needed.
3. Worn or missing standard items and hardware are replaced periodically.
4. Sets of materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.

### Procedures for Discarding

In discarding materials and equipment the media specialist follows these procedures:

1. Worn items, if no longer useful or timely, are withdrawn from the collection and equipment inventory.
2. Out-of-date materials are withdrawn from the collection.
3. No longer useful materials are withdrawn from the collection.
4. Cost of repair versus replacement should be considered.
5. New and revised editions are decidedly superior.

### Challenged Materials

The principles of the freedom to read and of the professional responsibility of the staff must be defended rather than the materials.

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

1. Be courteous, but make no commitments.
2. Invite the complainant to file his/her objections in writing and offer to him/her the prepared questionnaire attached to this policy, so that he/she may submit a formal complaint to the Library Committee.
3. Temporarily withdraw the materials pending a decision of the media committee.
4. The Library Committee will:
  - A. read and examine the materials referred to it;

- B. check general acceptance of the materials by reading reviews;
  - C. weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled from context;
  - D. meet to discuss the material and to prepare a report on it and
  - E. file a copy of the report in the principal's office.
5. Every opportunity shall be afforded those persons or groups questioning school materials to meet with the committee and to present their opinions. The school librarian and any other persons involved in the selection of the questioned material shall have the same opportunity.
6. The best interest of the students, the curriculum, the school and the community shall be of paramount consideration.

The materials in question shall be reviewed by the suggested committee, composed of:

- 1. assistant superintendent
- 2. building principal
- 3. teacher from the building involved in the subject field of the questioned material
- 4. PTA representative appointed by the building organization
- 5. lay person interested in school affairs, appointed by the Assistant Superintendent

This committee shall function at the call of the Assistant Superintendent upon receipt of a complaint.

(Approval date: June 15, 2000)

CITIZEN'S REQUEST FOR RECONSIDERATION OF  
LIBRARY/CURRICULUM MATERIALS

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

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_

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 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: June 15, 2000]

LEGAL REF.: ORC 121.22

CROSS REFS.: BDC, Executive Sessions  
KL, Public Complaints  
KLB, Public Complaints About the Curriculum or Instructional Materials

CONTRACT REFS. Teachers' Negotiated Agreement  
Classified/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 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 brought forth to a Board member(s) so appointed to hear the complaint. The decision of this person(s) will be communicated to all involved parties.

(Approval date: June 15, 2000)

## RELATIONS WITH RELIGIOUS ORGANIZATIONS

The Board cooperates with the church school conducted by the Norwood Ministerial Association. The principal is responsible for developing the schedule for church school. Students shall be supervised to and from church school. No student shall be required to attend the church school classes.

[Adoption date: June 15, 2000]

CROSS REF.: IGAC, Teaching About Religion

## RELATIONS WITH RECREATION AUTHORITIES

The recreation commission shall consist of five persons, two of whom are to be members of the Board and three to be appointed by the mayor of the City of Norwood. Terms may be for five years, but one term shall expire annually.

Vacancies in the commission, occurring otherwise than by expiration of term, shall be filled in the same manner as original appointments.

The recreation commission shall elect its own officers and may employ other persons to carry out a community recreation program.

The recreation commission shall adopt rules and regulations for the conduct of all business within its jurisdiction and shall file copies of such rules and regulations with both the Board and the mayor of the City of Norwood.

Officials of the City of Norwood and members of the Board shall determine jointly which lands and buildings shall be set aside for the use of recreational purposes. The maintenance of such lands and buildings shall be the responsibility of the respective owner unless otherwise agreed upon.

The recreation commission shall be granted use of school facilities under the approved policies and shall be responsible for crowd control and/or supervision of all such activities and events under its jurisdiction.

The Board, the city council of Norwood and the recreation commission shall work together at all times for the mutual benefit of the citizens of Norwood in leisure-time activities.

[Adoption date: June 15, 2000]

CROSS REFS.: IGDJ, Interscholastic Athletics  
KG, Community Use of School Facilities

file: KNCA

## RELATIONS WITH STATE LIQUOR COMMISSION

The Board is opposed to the operation of dispensaries of alcoholic beverages within 500 feet of school property, and shall oppose any application made to the State Liquor Commission for the licensing of any such establishment so situated in Norwood.

[Adoption date: June 15, 2000]