

## SECTION K: SCHOOL-COMMUNITY RELATIONS

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## SCHOOL-COMMUNITY RELATIONS GOALS

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

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

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

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: May 31, 2011]

[Re-adoption date: May 18, 2015]

[Re-adoption date: September 20, 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

## 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 make audio and/or video recordings of all regular meetings and any special meeting that it deems appropriate.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

[Re-adoption date: December 19, 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)

## 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 advisers, 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: May 31, 2011]

[Re-adoption date: May 18, 2015]

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  
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 30 minutes of public participation may be permitted at each meeting.

The Board requires that all of those in attendance at board of education meetings be recognizable to the public. No disguises, masks, or any other attempts at concealing one's identity will be tolerated. Each person addressing the Board shall give his/her name and address. Public participation is reserved primarily for residents and parents/guardians of the Crooksville Exempted Village School District unless special permission has been granted by the Board President. If several people wish to speak, each person is allotted three minutes. During this period, no person may speak twice until all who desire to speak have had the opportunity to do so and if time permits. Individuals speaking more than once will be limited to a maximum of six minutes. The total time for public participation will be 30 minutes. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board, present and voting.

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

[Adoption date: May 31, 2011]

[Re-adoption date: February 24, 2015]

[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 121.22  
3313.20

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

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than two days prior to the meeting and include:

1. name and address of the participant;
2. group affiliation, if and when appropriate and
3. topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and Board President.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules.

1. Public participation shall be permitted as indicated on the order of business and/or at the discretion of the presiding officer.
2. Public participation is reserved primarily for residents and parents/guardians of the Crooksville Exempted Village School District unless special permission has been granted by the Board President.
3. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
4. Participants must be recognized by the presiding officer and will be requested to preface their comments by announcement of their names.
5. Each statement made by a participant shall be limited to three minutes duration, unless extended by the presiding officer.
6. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
7. All statements shall be directed to the presiding officer, no person may address or question Board members individually.

8. The presiding officer may:
  - A. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant;
  - B. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting and/or
  - D. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
9. The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes, unless extended by a vote of the Board.

(Approval date: May 31, 2011)  
(Re-approval date: May 18, 2015)

## 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: May 31, 2011]

[Re-adoption date: May 18, 2015]

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

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

COMMUNITY USE OF SCHOOL PREMISES  
(Equal Access)

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

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

The District may rent or lease premises to a public or nonpublic university for use for evening and summer classes.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 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 believes that District premises should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the premises or interfere with the educational program of the schools.

The Board permits the use of District premises when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

District premises are available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

1. uses directly related to the schools and the operations of the schools;
2. uses and groups indirectly related to the schools;
3. meetings of employee associations;
4. uses for voter registration and elections;
5. departments or agencies of the municipal government;
6. other governmental agencies and
7. community organizations or groups of individuals formed for charitable, civic, social, religious, recreational and educational purposes.

Premises are also made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. The premises are free of charge and available only after regular school hours. Users shall abide by all District guidelines and rules regarding the use of District premises and be liable for any damage incurred. Under no circumstances shall the premises be used to raise funds for political purposes.

The use of District premises shall not be granted for any purpose that is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District premises available, at no charge, for the housing, feeding and care of victims or potential victims when requested by local, state or federal authorities. The Superintendent should meet with the local governing body and American Red Cross to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use District premises including a schedule of fees that, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following.

1. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
2. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use District premises is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator (cook, custodian, etc.).
3. Users shall be liable financially for damage to the premises and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to District premises.

(Approval date: May 31, 2011)  
(Re-approval date: May 18, 2015)

COMMUNITY USE OF SCHOOL PREMISES  
(Guidelines)

All premises and all equipment in or on the Crooksville School premises are the property of the Board and all rentals for such premises or equipment shall be paid only to the Board or its agent, the Treasurer.

According to law, the Board may rent, subject to such regulations as it may adopt, school premises or part thereof for certain public meetings to individual or organizations that will hold meetings that are educational, civic, social, recreational or for such other purposes as may make for the welfare of the community.

Regulations:

1. All requests by individuals or groups to use school premises or parts thereof – classrooms, auditorium, gymnasium, music building, athletic and/or recreational fields – shall be made to the principal at least one month prior to the time for which the school premises or part of it is being requested.
2. That rental rates as established in the rate schedule following the list of regulations herein have been based upon estimates of the actual expenses incurred for janitor service, grounds maintenance, light and heat as provided in Ohio Revised Code (RC) Section 3313.79.
3. A school employee must be present at all functions within the school building. If a school employee is not a member of the user group or the Superintendent deems the employee has previously abused this privilege, a school custodian will be scheduled by the building principal to be present at the user/group's expense.
4. No public event shall infringe upon or interfere with the regular program of the school.
5. Organizations or groups are required by law to be responsible for any damages done over and above the ordinary wear of school property as provided by RC 3313.77.
6. Any educational, religious, civic, social or recreational meeting shall be non-exclusive and open to the general public as provided by RC 3313.77.
7. Smoking in the buildings, spitting on the floor, or disrespect of school premises and drinking alcoholic beverages in the buildings or on the premises are forbidden by the Board. Organizations using school premises are responsible for the enforcement of this rule.



8. Full payment of the rental price shall be made to the Treasurer at least 48 hours prior to the time of the scheduled event and the permit or rental agreement shall be signed at or before that time or reservation will be cancelled.

Requests for cancellation of permits must be received at least 48 hours in advance of the effectiveness of the permit. Non-use or failure to secure cancellation will not excuse the applicant from payment of costs incurred. Holders of permits will confine their use strictly to those parts of the building and to such equipment as are specified in the permit. Use of other special equipment is not included.

9. If police protection is needed, it shall be the responsibility of the organization engaging the school premises or part thereof, to arrange to have such service provided as required by the Board.
10. The person asking to use school premises or the person representing a group using school premises shall assume the full responsibility of following the rental terms of the Board. This person must be at least 21 years of age and known by the school authorities. Any exception to the above regulation shall be made only through the approval of the Superintendent.

The applicant and his/her group or organization will be held personally responsible for the use of the school premises by persons participating in or attracted by the activity; this includes the conduct of the opposing teams and visitors or guests.

Property damage, theft or loss of supplies and equipment arising from the occupancy of any portion of the school premises will be charged against the applicant and will cause the cancellation of any further use of school premises by the applicant.

11. Applicant shall not sublet any part of the school premises for which he/she has a permit.
12. Admission may be charged, articles sold, funds solicited or collected only when special permission has been obtained from the grantor of the permit and same is so stated thereon.

The party renting school premises and charging admission shall be responsible for the payment of all admission taxes.

13. Any person or organization sponsoring or conducting special events on school premises must provide the District a Certificate of Insurance (COI) and must list the Crooksville Exempted Village School District on the COI as a named additional insured.

Schedule of Charges

In general, in figuring an organization's fee, the total fee shall be combination of custodial service and grounds maintenance, rental fee, and other requested school personnel.

The fee for each employee required will be the regular hourly overtime rate plus Board related payroll costs (ex. benefits).

Schedule of fees:

<u>Buildings</u>	<u>First two hours</u>	<u>Additional hourly rate over two hours</u>
High School Commons	\$25 per hour	\$20
High School Gymnasium	\$20 per hour	\$15
K-7 Multipurpose/Old Gymnasium Room	\$20 per hour	\$15
K-7 New Gymnasium	\$20 per hour	\$15
Regular classroom	\$7.50 per hour	\$5
Grounds	Daily Rate	
Baseball/Softball Fields	\$75 (per diamond)	
Soccer/Track	\$100	
Other Grounds/Lots	\$50	

\*Rental fees may be waived by the Superintendent for local teams/events

A District kitchen may be rented in conjunction with the rental of the high school commons or K-7 multipurpose room, at the rate of \$20 per hour. If a kitchen is rented, a school cook must be present at the group's expense.

Use of school premises for any fraction of an hour will be considered usage for a full hour and will be charged accordingly.

(Approval date: May 31 2011)  
 (Re-approval date: April 23, 2013)  
 (Re-approval date: July 22, 2014)  
 (Re-approval date: May 18, 2015)

**APPLICATION FOR PERMIT TO USE SCHOOL PREMISES**

\_\_\_\_\_  
(Date application is made)

School Building \_\_\_\_\_ Space Required \_\_\_\_\_

Purpose \_\_\_\_\_

School Equipment or Supplies Needed \_\_\_\_\_

Admission

Charge \_\_\_\_\_ Free \_\_\_\_\_ Date(s) of Use \_\_\_\_\_ Hours \_\_\_\_\_

Person or Organization \_\_\_\_\_

Person in Charge (name) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone/Cell \_\_\_\_\_

I HAVE READ THE RULES GOVERNING THE USE OF SCHOOL PREMISES ATTACHED TO THIS APPLICATION AND HEREBY AGREE TO ALL TERMS AND CONDITIONS. I ALSO AGREE TO INDEMNIFY AND HOLD HARMLESS THE CROOKSVILLE EXEMPTED VILLAGE BOARD OF EDUCATION AND THEIR AGENTS AND EMPLOYEES FROM ALL LIABILITY, CLAIMS, DEMANDS, DAMAGES, OR COSTS, FOR, OR ARISING OUT OF THE USE OF SCHOOL PREMISES, OR EQUIPMENT WHETHER IT BE CAUSED BY THE NEGLIGENCE OF INDEMNITY OR CROOKSVILLE EXEMPTED VILLAGE BOARD OF EDUCATION OR EITHER PARTY'S AGENTS OR EMPLOYEES, OR OTHERWISE.

Signature \_\_\_\_\_

Address (if different from person in charge for billing) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone/Cell \_\_\_\_\_



Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Signature of Building Principal \_\_\_\_\_

Reason for Disapproval \_\_\_\_\_

Custodial Charge \_\_\_\_\_

Rental Charge \_\_\_\_\_

Service Charge \_\_\_\_\_

Total Amount \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

THE RIGHT TO CANCEL PERMITS AT ANY TIME IS RESERVED.

Return to: Crooksville Exempted Village School District  
Administrative Center  
4065 School Drive, Crooksville, OH 43731

CEVSD Office: - Original to Treasurer  
1 Green Copy to School - 1 Pink copy to Supt. -  
1 Blue Copy to Renter - 1 Gray Copy to Asst.  
Treasurer  
Date \_\_\_\_\_

## 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: May 31, 2011]

[Re-adoption date: May 18, 2015]

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

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

## SMOKING ON DISTRICT PROPERTY

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board also prohibits the use of electronic smoking devices and vaping in all District-owned, leased or contracted buildings and vehicles. These devices may only be used in any Board-designated legally compliant outdoor smoking areas.

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.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

[Re-adoption date: October 15, 2019]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 3313.20; 3313.751  
3794.01; 3794.02; 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

## 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.

Gifts, grants, and bequests become the property of the Board and are subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials and funds owned by 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.

Any equipment proposed to be purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.

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

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 9.20  
3313.17; 3313.36

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

## 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. This policy does not prohibit any school fundraising activity authorized by the Superintendent or other appropriate building administrator.

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

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

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 2921.43  
3319.321

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



## ADVERTISING IN THE SCHOOLS

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

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 3313.20; 3313.47

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

## 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, non-school-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 non-school-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 non-school-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

Non-school 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 non-school 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 non-school 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: May 31, 2011]

[Re-adoption date: May 18, 2015]

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.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

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 that is a for-profit organization. "Commercial purpose" is defined as any activity that 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: May 18, 2015]

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

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

## PUBLIC COMPLAINTS

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

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

If a complaint that 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 the Board must be in writing and are expected to be specific in terms of the action desired.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

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 certified 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 reevaluation 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 reevaluation 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 reevaluation 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 that it makes available to students, and it holds its certified 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 reevaluation of materials in library collections upon formal request.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]



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  
KL, Public Complaints  
KLD, Public Complaints About District Personnel

## PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

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

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

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

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

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  
Classified 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 that 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: May 31, 2011)

(Re-approval date: May 18, 2015)

## 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 fundraising 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 annual reports on income, expenses and balance sheets to the Superintendent for review and approval.
8. Booster organizations must submit an annual accountant review letter. Annually, the Board will recognize the independent accountant for the review, and agrees to pay all costs associated with such review.
9. Booster organizations meeting the charitable trust filing requirements 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.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

[Re-adoption date: December 16, 2015]

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 Premises (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