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SCHOOL-COMMUNITY RELATIONS GOALS

Schools belong to the public and the public is entitled to be informed about the operations of the school system. Schools operate best when they have a positive relationship with the community in which the community can make known their desires and the Board can make known its plans and actions. It is the responsibility of every member of the District staff 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: January 9, 1989]

[Re-adoption date: July 23, 2001]

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

CROSS REFS.: AE, School District Goals and Objectives

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: July 23, 2001]
[Re-adoption date: March 27, 2007]
[Re-adoption date: September 25, 2007]
[Re-adoption date: January 22, 2008]
[Re-adoption date: June 25, 2013]
[Re-adoption date: December 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

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.

While it is impossible to know how news releases are to be treated by the press, efforts are made to obtain coverage of school activities that adhere to the professional and responsible image of the District.

[Adoption date: January 9, 1989]

[Re-adoption date: July 23, 2001]

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

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: January 9, 1989)

(Re-approval date: July 23, 2001)

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: July 23, 2001]

[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)

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: January 9, 1989]

[Re-adoption date: July 23, 2001]

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
6. solving a specific problem or set of closely related problems about which a decision must be made.

The Board and the staff give consideration to the advice they receive from individuals and/or community groups interested in the schools. Final authority for all decisions rests with the Board. Normally a written response will follow.

[Adoption date: January 9, 1989]

[Re-adoption date: July 23, 2001]

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

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. 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: January 9, 1989]

[Re-adoption date: July 23, 2001]

[Re-adoption date: April 22, 2008]

[Re-adoption date: April 25, 2017]

LEGAL REFS.: ORC 121.22
3313.20

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

COMMUNITY INSTRUCTIONAL RESOURCES

Helping each student develop to his/her full potential and to become a citizen contributing to the welfare of this community are important objectives of this District's educational program.

Toward these ends, the Board encourages administrative and instructional personnel to rely on the community as one of the educational resources. The administration directs a community instructional resources program designed to involve the citizens, the institutions, and the environment of our community in the education of its children.

The Superintendent has supervisory control over the community resources program which includes any 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.

[Adoption date: January 9, 1989]

[Re-adoption date: July 23, 2001]

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

COMMUNITY / DISTRICT 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 may, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit the use of school premises for auxiliary, education, recreational, cultural, civic, social, religious, or other Board-approved purposes.

[Adoption date: January 9, 1989]
[Re-adoption date: July 23, 2001]
[Re-adoption date: November 30, 2010]
[Re-adoption date: May 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 REF.: KGB, Public Conduct on School Property
KI, Public Solicitations in the Schools

TIFFIN CITY SCHOOLS
244 S. Monroe Street
447-2515
FAX - 447-5202

HOLD HARMLESS FORM

REQUIRED IN ORDER TO USE TIFFIN CITY SCHOOL PROPERTY OR
GROUNDS

You are being asked to sign this form as a result of the legal advice the Tiffin City School District has been given in regards to your using school property and being on school grounds. In this day and age, if injury or damage occurred, we could be forced by a court of law to assume tremendous potential liability or financial responsibility. For this reason we hope you at least understand why we feel obligated to follow through with this procedure.

In the form below the **indemnitor** is the group or person responsible for the group using the school property. To **indemnify** means to make compensation for injury, loss or damages that occur. The **subject of indemnity** is the activity being carried on by the group or the reason the group is using school property or the reason the group is on school grounds.

If you do not wish to sign this form, you must present evidence from your group's insurance company that it has liability insurance.

_____ agrees to **indemnify** and HOLD HARMLESS the Tiffin

Indemnitor

City Board of Education and their 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 the indemnitor or the Tiffin City Board of Education or either party's agents or employees or otherwise.

Signature of Person Responsible for the Group

Date

TIFFIN CITY SCHOOLS

BUILDING RENTAL AND HOLD HARMLESS AGREEMENT

Building _____ Date _____

This is to confirm the date(s) of _____

for use of _____

Name of Room

by _____

Name of Organization

from _____ am/pm to _____ am/pm

This reservation was made by _____

Name of Organization Officer

The charge for use of this facility will be:

_____ Rental (payable to Tiffin City Board of Education)

_____ Service Charge (payable to Tiffin City Board of Education)

Signature of Building Principal

THE FOLLOWING PROVISIONS ARE A PART OF THIS CONTRACT:

1. In order to prevent damage to the finish of walls, floors or woodwork the leasing organization is requested not to attach objects to walls or floors by use of scotch tape, nails or thumbtacks.
2. All safety and fire code regulations must be observed, including smoking restrictions, keeping aisles and exits clear of obstructions, etc.
3. A complete schedule of rental and service charges as adopted by the Board of Education is available upon request from the building principal.

4. The renting organization shall assume entire responsibility for any and all damages incurred to this building during the time limits specified by this contract.
5. Attached to this rental is a **HOLD HARMLESS FORM**. Please read it carefully. You **must** either complete and sign this form or you must present evidence from your group's insurance company that the group has liability insurance coverage.

COLUMBIAN HIGH SCHOOL - TIFFIN CITY SCHOOLS
BUILDING RENTAL AND HOLD HARMLESS AGREEMENT

Building _____ Date _____

This is to confirm the date(s) of _____

for use of _____
Name of Room

by _____
Name of Organization

from _____ am/pm to _____ am/pm

This reservation was made by _____
Name of Organization Officer

The charge for use of this facility will be:

_____ Rental (payable to Tiffin City Board of Education)

_____ Service Charge (payable to Tiffin City Board of Education)

Signature of Building Principal

THE FOLLOWING PROVISIONS ARE A PART OF THIS CONTRACT:

1. In order to prevent damage to the finish of walls, floors or woodwork the leasing organization is requested not to attach objects to walls or floors by use of scotch tape, nails or thumb-tacks.
2. All safety and fire code regulations must be observed, including smoking restrictions, keeping aisles and exits clear of obstructions, etc.
3. A complete schedule of rental and service charges as adopted by the Board of Education is available upon request from the building principal.
4. The renting organization shall assume entire responsibility for any and all damages incurred to this building during the time limits specified by this contract.

See Concession Stand Policy enclosed. Retain carbon copy. Sign and return original copy to:
Columbian High School
300 South Monroe St.
Tiffin, OH 44883

5. Attached to this rental is a **HOLD HARMLESS FORM**. Please read it carefully. You **must** either complete and sign this form or you must present evidence from your group's insurance company that the group has liability insurance coverage.

COMMUNITY / DISTRICT USE OF SCHOOL FACILITIES

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

Conditions Governing Use of School Facilities

1. The facilities of the Tiffin City Schools are available for use by any person or persons for the purpose of making personal profit or for private parties, family gatherings, wedding receptions, card parties, and so forth.
2. A custodian or building principal must be on duty whenever school facilities are used by an organization. If a custodian or building principal is not available, the facility cannot be used.
3. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building. Out-of-school group activities are not permitted on Wednesdays after 6:30 PM unless permission has been given jointly by the Athletic Director, Director of Operations, and the Superintendent due to unusual circumstances.
4. On days when school is closed because of snow or other calamity, all K-8 activities (except for tournaments) scheduled for that date are canceled or postponed. Practice for Columbian High School activities will be held at the coach's or director's discretion, but not before noon and with the Athletic Director and Superintendent's approval. Conditions will be reassessed and a decision made by 1:30 p.m. regarding contests and/or events involving the high school teams. A decision regarding participation in a tournament or state-sanctioned event will be made jointly by the Board President, Athletic Director, and the Superintendent.
5. School facilities are not used for school-sponsored activities on Sundays, legal holidays, or on Wednesdays after 6:30 PM.
 - A. Exception: School District activities, practices, and athletic contests on Sundays are not permitted unless permission has been given jointly by the Athletic Director, Director of Operations, and the Superintendent due to unusual circumstances.

- B. Exception: High school practices and athletic contests on holidays are discouraged but may be scheduled at the discretion of the high school principal.
 - C. Exception: To avoid conflicts, high school athletic contests may be scheduled on Wednesdays after 6:30 PM on a limited basis at the discretion of the high school principal.
6. No group will, under any circumstances, tamper with any electrical or heating controls.
 7. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
 8. The Board prohibits the use of all tobacco products 24 hours a day in or on all District-owned property.
 9. The Board reserves the right to require, if it should deem necessary, that groups using the facilities post a cash bond to cover any damages which might be done to any property, equipment or grounds.
 10. The procedure for use of the football stadium follows the conditions outlined for the use of the school facilities. Special emphasis is given to providing sufficient law enforcement protection and adult supervision. The Columbian High School Athletic Director schedules stadium events. High schools in the Tiffin City School District are not charged any fees for use of the stadium. Universities do pay rental and service charges.
 11. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored student groups must have an adult present who has been approved by the Director of Operations. In either case, a custodian or building principal must be on duty.
 12. Groups which use school facilities must possess liability insurance, and sign a Hold Harmless Form and Rental Agreement.
 13. All rates and service charges will be available from each building principal.
 14. All service charges are paid to the Treasurer of the Tiffin City Board of Education.
 15. When a school group is scheduled for an activity in a building other than the one of their regular school attendance, there is no rental charge or service charge.

16. Any organizations whose purpose is to provide direct support to the school are not required to pay any facility rental or service charge when the use of the facility is related to their activities which support the schools.
17. No parking fee is charged on Tiffin City Board of Education property by any organization.
18. Alcoholic beverages may not be served, consumed or possessed on school property by any organization.
19. No renting organization may conduct any illegal activity on school property.
20. There shall be no rental charge for the use of school facilities by nonprofit community groups. However, all activities must be approved by the administration and a fee is charged when custodial help is required. The building principal is responsible to see that the facility is secured at the end of the activity. This responsibility may be assigned to a custodian.

Applications

An application is necessary when a group or organization not part of the District wants to use a school facility or grounds. An applicant must assure the building principal that the group/organization will comply with all regulations, respect the property, equipment, and grounds of the school, and only use the facility as it was intended to be used.

Applications are not required for activities such as school activities on school days which do not require the assignment of overtime to custodial personnel. 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 facility 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. Evening meetings must end by 10:00 p.m.
2. Fees are assessed in accordance with a schedule adopted 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 building principal. The application of a community group to use a school facility is filed with the building principal at least 30 days prior to the date of the proposed use.

After checking for any type of District conflict on the composite calendar, the building principal notifies the applicant of the approval or disapproval of the request at least fourteen days in advance of the requested date of use. If approved by the principal, the application is sent to the Director of Operations at least 10 days in advance of anticipated use. The building principal arranges for special custodial or kitchen help.

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 building principal 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 Director of Operations.

Custodial Services

1. When any school facility is rented to an outside group or when it is used for evening events by school groups, certain additional duties are of necessity placed upon the custodian. For nonschool groups, an extra charge is made to cover time in providing heat and other services and for cleaning outside normal working hours in order to have all school facilities ready for student use at the beginning of each day.
2. The head custodian makes the assignment of the custodian who is to work. The custodian so assigned is expected to work the additional time necessary after regular working hours to have the room or rooms which are to be used by the public in condition for school the next day and is expected to complete his/her usual custodial duties as well.
3. If the school facilities are used on Saturday, Sunday or any other time the custodian is not normally on duty, a service charge is made for the time the building is open for use and for a specified number of hours after the last member of the renting organization leaves.
4. When the building is used at a time the custodian is normally on duty, a service charge is made to the renting organization for a specified number of hours after the last member of the renting organization leaves, but no charge is made for service while the custodian is normally on duty. Although the service charge covers the full cost to the School District, the custodian is only compensated at one and one-half times his/her regular hourly rate for all overtime worked.

Food Service Personnel

Although the service charge covers the full cost to the School District, regular school food service employees will only be paid one and one-half times their hourly rates while working for all affairs.

Building Charges

1. Rental of school facilities does not include the rental of equipment such as projectors, spotlights, and musical instruments. It does, of course, include public address systems and other equipment which is essential to the facility rented. In many cases, the use of this equipment is a matter of discretion by the renting organization and the building principal.
2. Rehearsals. No rental, but a service charge for one hour after the last member of the renting organization leaves. When auditorium stage lighting is used a minimum charge for the first three hours is assessed and prorated thereafter, along with a service charge for one hour after the last member of the renting organization leaves.

3. Auditoriums-Gymnasiums:

- A. Food shows, demonstrations, etc., with no admission charge: A rental and a service charge for two hours after the last member of the rental organization leaves.
- B. Entertainment for profit, but by civic groups, for some local welfare work: A rental and a service charge for two hours after the last member of the renting organization leaves.
- C. Entertainment not for profit and with no admission charge to public, but for large crowds to promote group benefit, such as dance and music recitals, rallies, conferences, county meetings, club meetings, etc.: A rental and a service charge for two hours after the last member of the renting organization leaves.
- D. For small groups, civic in nature, for occasional meeting place (no admission charge): No rental, but a service charge for one hour after the last member of the renting organization leaves.
- E. Games (semi-private, no admission - industrial league, etc.): No rental. Service charge for one hour if showers are not used and for two hours if showers are used, after the last member of the renting organization leaves.

(Approval date: January 9, 1989)

(Re-approval date: September 25, 1995)

(Re-approval date: July 23, 2001)

(Re-approval date: November 30, 2010)

(Re-approval date: March 22, 2011)

(Re-approval date: October 23, 2018)

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 ordinances 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: January 9, 1989]

[Re-adoption date: July 23, 2001]

[Re-adoption date: October 23, 2007]

[Re-adoption date: September 23, 2008]

[Re-adoption date: September 22, 2009]

[Re-adoption date: May 27, 2014]

[Re-adoption date: August 22, 2017]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 1751
Gun-Free School Zones Act; 18 USC 922
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 has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form. Nicotine may be used if it is part of a tobacco cessation program.

For the purpose of this policy, any form of nicotine is 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: December 19, 1994]

[Re-adoption date: July 23, 2001]

[Re-adoption date: May 27, 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, Tobacco Use on District Property by Staff Members
JFCG, Tobacco Use by Students
KGB, Public Conduct on District Property

PUBLIC GIFTS TO THE SCHOOLS

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: January 9, 1989]

[Re-adoption date: July 23, 2001]

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.

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

[Adoption date: January 9, 1989]

[Re-adoption date: July 23, 2001]

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
KJ, Advertising in the Schools
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: January 9, 1989]

[Re-adoption date: July 23, 2001]

[Re-adoption date: January 23, 2007]

LEGAL REFS.: ORC 3313.20; 3313.47

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

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, graduation, and athletic events.)

All participants and spectators of school programs, assemblies, graduations, and athletic events are expected to abide by all applicable law, 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: January 9, 1989]

[Re-adoption date: July 23, 2001]

[Re-adoption date: October 23, 2007]

[Re-adoption date: September 22, 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, employment, charitable 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. The District provides at least two opportunities per school year for recruiters to present information in person to all students in grades nine through 12, individually or in a group setting.

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.

All recruiters are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

[Adoption date: October 18, 2005]

[Re-adoption date: July 25, 2006]

[Re-adoption date: June 26, 2018]

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.
3313.471
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: January 9, 1989]
[Re-adoption date: July 23, 2001]
[Re-adoption date: April 28, 2009]

LEGAL REFS.: ORC 121.22
149.43

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

PUBLIC COMPLAINTS ABOUT 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 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 on which he/she documents 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, he/she may appeal it to the Board.

The Board assumes final responsibility for all books and instructional materials 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 will provide for the re-evaluation of materials in library collections upon formal request.

[Adoption date: January 9, 1989]
[Re-adoption date: July 23, 2001]
[Re-adoption date: April 28, 2009]

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 SCHOOL 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: January 9, 1989]

[Re-adoption date: July 23, 2001]

[Re-adoption date: April 28, 2009]

LEGAL REF.: 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 REF.: Teachers' Negotiated Agreement

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The following procedures ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the District which includes or implies a demand for action by school authorities. Other comments and suggestions are referred informally to affected 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 suggests a conference between the complainant and the person criticized and informs that person immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor invites the complainant to file the complaint in writing regarding a school employee's behavior, character or qualifications.

3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized or his/her immediate supervisor and immediately informs both.
4. No further action on the complaint is 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 that either the supervisor or the person criticized feels could contribute to resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she is then referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she sees 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: January 9, 1989)

(Re-approval date: July 23, 2001)

RELATIONS WITH PARENT AND BOOSTER ORGANIZATIONS

The Board supports all organizations of parents and boosters 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 and booster organizations share responsibility with the Board for the welfare of participating students.

Parent and booster 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 and booster organizations to provide a sustained system of activities that increase and enhance the educational opportunities for students. The activities must be integrated and balanced in accordance with the total District educational program and District goals and objectives and must comply with all State and local law and regulations.

Parent and 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.

Parent and booster 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: April 24, 2000]

[Re-adoption date: July 23, 2001]

[Re-adoption date: October 24, 2006]

[Re-adoption date: June 25, 2013]

LEGAL REF.: 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

RELATIONS WITH PARENT AND BOOSTER ORGANIZATIONS

Money Raising Events

1. Districtwide fund raisers shall be approved by the Superintendent. School fund raisers shall be approved by the principal.
2. All fund-raising events shall be scheduled well in advance so as to reduce the possibility of conflicts with other fund-raising activities.
3. Fund-raising events conducted by and supervised by the nonschool organizations, even though students participate, shall not be designated as being a student activity fund project.
4. Fund-raising events which are expected to generate in excess of \$4,000 must be limited to once every three years in the K-5 buildings and no more than once every year in the 6-8 buildings. Fund-raising events which are expected to generate in excess of \$20,000 must be limited to once every two years for groups associated with the high school. The Alumni Association, Athletic Boosters, and Band Boosters are excluded from a yearly fund-raising cap.
5. Ongoing fund-raising efforts must be Board approved, and must be easily managed by the staff and Parent Teacher Organization volunteers. Ongoing fund-raisers are not to become door-to-door sales projects. The following ongoing fund-raising efforts have been approved by the Board: Market Day, Great Lakes Scripps, Schwan's, Campbell's Soup Label collections, Boxtops for Education, Nestle Pure Life Water Labels, Capri Sun, Kroger Community Rewards Program, and Tyson Food labels.

Audit

1. All nonschool organizations' financial records are audited by an accountant or committee from the nonschool organization at the end of each school year.
2. A copy of the completed audit report is filed with the Superintendent and the Treasurer of the school District.
3. The cost of the audit is borne by the nonschool organization.

(Approval date: April 24, 2000)

(Re-approval date: July 23, 2001)

(Re-approval date: March 4, 2008)

(Re-approval date: June 23, 2009)

(Re-approval date: October 27, 2009)

(Re-approval date: June 25, 2013)