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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: October 22, 2013]

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: August 9, 2016]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g
ORC 121.22
149.011; 149.35; 149.381; 149.41; 149.43
3319.321
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
EHA, Data and Records Retention
GBL, Personnel Records
GBS, Health Insurance Portability and Accountability Act (HIPAA)
IGBA, Programs for Students with Disabilities
JO, Student Records
KA, School-Community Relations Goals
KKA, Recruiters in the Schools

NEWS RELEASES

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

[Adoption date: October 22, 2013]

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

CROSS REFS.: BCB, Board Officers
Staff Handbooks

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 that 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 that 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: October 22, 2013]

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: October 22, 2013]
[Re-adoption date: November 21, 2017]

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

CROSS REFS.: BD, School Board Meetings
BDDH, Public Participation at Board Meetings (Also KD)

TAX ISSUES

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

Tax reduction factors are considered in coordination with the Sexennial Reappraisal and/or the Triennial Update in affected District counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: September 12, 1995]
[Re-adoption date: April 22, 2003]
[Re-adoption date: November 17, 2015]

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5
ORC Chapter 133
319.301
3311.21
3313.37; 3313.375
3315.07
3501.01
Chapter 5705
Chapter 5713
5715.33
5748.01 et seq.
OAC 5703-25-45 through 5703-25-49

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

NOTE: The coding of this policy indicates that the identical policy is also filed in Section K, Coldwater Exempted Village School District.

COMMUNITY INVOLVEMENT IN DECISION MAKING

Community participation in the schools is essential to promote and maintain the quality of education for all students.

In addition to electing fellow citizens to represent them on the Board, all citizens may express ideas, concerns and judgments about the schools to the administration, to the staff, to any appointed advisory bodies and ultimately to the Board. Ideas should be addressed to the responsible individual in an appropriate fashion.

Residents may be invited by the Board to act as advisors, individually and in groups, in such areas as:

1. clarifying general ideas and attitudes held by residents in regard to the schools;

2. assisting in developing Board policies under which the District is to be managed;

3. assisting in establishing administrative arrangements and regulations designed to help implement these policies;

4. determining the purposes of curriculum and special services to be provided for students;

5. evaluating the extent to which these purposes are being achieved by present policies and/or

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

The Board gives consideration to the advice it receives from individuals and community groups. Final authority for all decisions rests with the Board.

[Adoption date: October 22, 2013]

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

CROSS REFS.: AD, Development of Philosophy of Education
AFA, Evaluation of School Board Operational Procedures (Also BK)
BCE, Board Committees
BCF, Advisory Committees to the Board
BCFA, Business Advisory Council to the Board
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.

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. 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 will be available to those who attend Board meetings. The section on the agenda for public participation will be marked with an asterisk. 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: October 22, 2013]

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)

STAFF USE OF FITNESS EQUIPMENT

The Board recognizes that physical fitness is an important facet of life. The Board also recognizes the importance of making available fitness equipment for staff members when it is safely and efficiently possible to do so.

The fitness equipment center, which is currently located in the high school, will be the only center referred to in this policy.

The fitness equipment center is first and foremost for the use of students of the District during the school day for educational purposes. The equipment is intended to supplement the physical education/health programs of the District and must be available during each school day solely for that purpose. Also, athletes may access and utilize the fitness center only when properly supervised.

[Adoption date: October 22, 2013]

STAFF USE OF FITNESS EQUIPMENT

Staff Use

1. Staff members may use the fitness center only for noninstructional purposes outside the school day (before 8:00 a.m. or after 3:30 p.m.) weekdays.

2. Staff members who use the fitness center on non-school days or before or after school are considered to be doing so outside the normal course of their employment, and therefore are not subject to workers' compensation.

3. Prior to a staff member using the fitness center for noninstructional purposes, he/she is required to sign a waiver stating that participation is voluntary and that the District is not liable for any incident occurring while using the equipment.

4. No staff member may use the equipment alone; at least two people are required to be present in the fitness center at any time the equipment is being used.

[Approval date: October 22, 2013]

COMMUNITY INSTRUCTIONAL RESOURCES

Helping each student develop to his/her full potential and to become a citizen contributing to the welfare of the community are important objectives of the District's educational program. The Board encourages administrative and instructional personnel to rely on the community as one of its educational resources. The administration directs community instructional resources designed to involve the citizens, institutions and environment of our community in the education of its children.

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

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

[Adoption date: October 22, 2013]

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

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

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

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

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

[Adoption date: October 22, 2013]

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

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

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

Scheduling of School Facilities

1. The scheduling for community use of all school buildings will be coordinated through the Superintendent/designee. Applicants must secure and complete the Facilities Use Agreement form with each scheduling. One copy will remain with the Superintendent/designee (if applicable), the Treasurer, the building principal, athletic director, custodial/maintenance supervisor and the applicant.

2. No community activity beyond 10 p.m. on weekday nights and 11 p.m. on weekends. School buildings are closed on Saturdays and Sundays unless school activities or community events have been scheduled and placed on the school calendar.

3. The Superintendent/designee reserves the right to waive any portion of the fee schedule policy under special circumstances.

4. Community groups working in cooperation with the school on a special program or need may be permitted to utilize school-owned equipment such as audiovisual equipment, on site only. Arrangements for such usage must be made with the Superintendent/designee. Due to the cost associated with the damage or loss of such items, the Superintendent/designee will exercise careful discretion on the approval of such requests. School equipment of any type may not be removed from the District or loaned to outside organizations or individuals.

5. Use of the high school gym (Palace) and stadium facilities will be at the discretion of the Superintendent/designee. Fees for such use will be determined by the Superintendent/designee. If combinations of facilities are required, the renting organization and Superintendent shall negotiate a fee.

6. If, in the opinion of the school administration, it appears to be in the best interest of the school system to provide personnel as operators or announcers, it shall be at their discretion to assign and charge an appropriate fee.

7. In case permission is desired to use a classroom to which a teacher is assigned direct and full responsibility for room and equipment, the teacher responsible will be notified of the scheduling.

8. An agreement must be signed and approved even if no charge is involved.

9. The Superintendent/designee will use caution in permitting the scheduling of activities that might bring about conditions that are dangerous.

Use of Facilities for Adult Recreation

The Board shall make the indoor recreational facilities of the District available for the purpose of adult recreation with the following regulations and restrictions.

1. The small gymnasium (PIT) only will be available for adult use, and there will be no charge for adult recreation.

2. The weight room will only be open when under the direct supervision of a District employee. Said employee must hold proper certification per OHSAA standards. No individual will be permitted in the weight room unsupervised at any time.

3. Calendar must be submitted for open gyms in advance for "season" and approved by scheduler. The facility will be closed on legal holidays, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day and when schools are closed due to weather or utility problems. All other policies and rules pertaining to use of facilities apply.

4. Student activities will have first priority for utilization of facilities.

Long-Term Lease of Public School Facilities

In situations where a long-term lease is in order, the rental rate schedule will not necessarily apply. In such cases, the group or organization will negotiate the terms of the lease with the Board and enter into a written contract with the Board.

MAINTENACE FEE SCHEDULE FOR BUILDING UTILIZATION
NON-ROUTINE ACTIVITIES/NON-BOARD SPONSORED ACTIVITIES

A flat fee for facility rental is charged as listed below and includes the following:

1. custodial service during normal working hours for routine work and

2. utilities.

Services not included in facility rental fee are as follows.

1. Services of lunchroom personnel is charged through the District's catering service contract.

2. Technical assistance is charged at $30/hour.

3. Additional preparation work (sidewalk cleaning or parking lot clearing in case of inclement weather, take down and set up of equipment) specifically for event during or outside normal working hours is charged to the group at $30/hour.

4. Outside normal working hours, custodial services will be charged at $30/hour.

As a general rule, the school facilities are not available to organizations or private groups outside of the District unless it is deemed of educational or cultural value that would enhance the goals of the District or community.

High School Gymnasium (Palace)

At the Discretion of Superintendent or his/her Designee

Elementary Gymnasium (Pit)

Less than 2 hours:	$30
2-4 hours:	$35
each hour over 4 hours:	$15/hour

Middle School Multi-Purpose Room (Pound)

Less than 2 hours:	$20
2-4 hours:	$25
Each hour over 4 hours:	$5/hour

Commons

Up to 4 hours:	$50
Each hour over 4 hours:	$10/hour

Community Room (CAV Room)

Up to 4 hours:	$50
Each hour over 4 hours	$10/hour

Classrooms

Up to 4 hours:	$25
Each hour over 4 hours:	$5/hour

Auditeria

Up to 4 hours:	$175
Each hour over 4 hours:	$25/hour
Additional amount for stage lights:	$50*
Additional amount for PA system:	$50*

*Plus an additional hourly rate of $30/hour for technical assistance.

General Conditions

1. School personnel are required at all rentals. If it occurs during normal working hours, no additional charge will be made.

2. School-related organizations – academic, athletic and band boosters and PTO – provided they have purchased liability insurance through the Board's insurance program, may use Board facilities at no charge for non-fundraising activities. For fund-raising activities, the fee schedule will apply. School/student organization fundraisers will pay only personnel costs if custodial services are required outside the normal working schedule.

3. In no case will those who have been granted permits assign, transfer, sublet or charge a fee to others for the use of school property.

4. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

5. The District reserves the right to request payment of estimated fees in advance.

6. Only table decorations are permitted. The use of open flames, such as candles, is prohibited.

7. Use of stages, furniture and equipment must be arranged for in advance. Setup and cleanup may be performed by members of the group using the facility, provided the responsible persons are listed on the application. The using group will pay for additional custodial services required for work not done satisfactorily. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating or supervising special or extra equipment is charged to the using group.

8. Corridors, exits and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways or aisles.

9. Non-marking gym shoes must be worn when using any gymnasium floor.

10. The sponsor of an activity has direct responsibility for the members of any club or other group that is meeting in the building; he/she or other qualified representatives must be present before members are expected to begin arriving and to remain until the members have departed.

11. It is expected that each sponsor will take responsibility to correct any unbecoming behavior and to assist in building up an attitude of respect, pride, cooperation and loyalty on the part of everyone.

12. Organizations are not to use or enter any areas in the facility other than the areas designated on the agreement form. Entering another area of the facility will result in activating the security system.

13. Sponsors are cautioned that if they are responsible for the supervision of a group, and if they leave this group and an accident occurs, such action may be considered gross negligence and the sponsor may be held personally liable.

14. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

15. Economical use of lights is always expected.

16. No alcoholic beverages are permitted in Ohio public schools or on their grounds as per State law. The District's buildings and grounds are nonsmoking facilities and all firearms are prohibited on the premises.

17. All local and state fire regulations are to be observed.

18. The Board assumes no responsibility for lost or stolen property left on the premises by the applicant or guests.

[Approval date: October 22, 2013]
[Re-Approval date: August 9, 2016]

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 co-curricular 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 co-curricular 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 co-curricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

[Adoption date: October 22, 2013]
[Re-adoption date: February 14, 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, Co-curricular 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

NOTE: Ohio Revised Code Section (RC) 3313.20(A) grants all school districts the authority to "make any rules necessary for the government of all persons entering upon school grounds or premises." These rules must "be posted conspicuously at or near the entrance to the school grounds or premises or near the perimeter of the school grounds or premises, if there are no formal entrances, and at the main entrance to each school building."

Because of the unsportsmanlike behavior exhibited by some spectators, districts may want to implement specific rules and regulations for spectators. Rules and regulations should include offenses and consequences for violations.

Ohio's concealed carry gun laws enables an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle in a school safety zone to have a loaded handgun if one of the following applies: (1) the loaded handgun is in a holster on the person's person; (2) the loaded handgun is in a closed case, bag, box or other container that is in plain sight and that has a lid, cover or closing mechanism with a zipper, snap or buckle, which lid, cover or closing mechanism must be opened for a person to gain access to the handgun; or (3) the loaded handgun is securely encased by being stored in a closed glove compartment or vehicle console or in a case that is locked.

Senate Bill 199 revisions to RC 2923.122, effective March 19, 2017, now allow a person who has a valid concealed handgun license to leave the firearm in a motor vehicle while in a school safety zone, so long as the vehicle is locked.

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.

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: October 22, 2013]

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

CROSS REFS.: GBK, Smoking on District Property by Staff Members
JFCG, Tobacco Use by Students
KGB, Public Conduct on School 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 that reduce the cost or hasten the completion are welcome.

[Adoption date: October 22, 2013]

LEGAL REFS.: ORC 9.20
3313.36; 3313.47

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

PUBLIC SOLICITATIONS IN THE SCHOOLS

No person will 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 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 will 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: October 22, 2013]

LEGAL REFS.: ORC 2921.43
3319.321

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

ADVERTISING IN THE SCHOOLS

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent. 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: October 22, 2013]
[Re-adoption date: February 14, 2017]

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

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

NOTE: On July 29, 2016, the U. S. Department of Agriculture (USDA) Food and Nutrition Service finalized regulations to create a framework and guidelines for locally established written wellness policies. The final rule expands the existing requirements to strengthen policies and increase transparency. The final rule became effective August 29, 2016 and it requires districts to begin developing a revised local wellness policy during the 2016-2017 school year, with full compliance by June 30, 2017.

Districts that allow the marketing of food and beverages to students must have policies that allow marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in Schools nutrition standards.

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: October 22, 2013]

LEGAL REF.: ORC 3313.20

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

RECRUITERS IN THE SCHOOLS

All recruiters, military, nonmilitary, commercial and educational, are treated uniformly in the conduct of on-campus student recruitment. Scheduling of recruiting visits to the District is announced to the student body in advance. Recruiters are afforded the opportunity to conduct meetings during the school day with those students who are interested.

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

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

Names and addresses of students in 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: October 22, 2013]

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

CROSS REFS.: JO, Student Records
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 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 Board must be in writing and are expected to be specific in terms of the action desired.

[Adoption date: October 22, 2013]

LEGAL REF.: ORC 121.22
149.43

CROSS REFS.: KLB, Public Complaints About the Curriculum or Instructional Materials
KLD, Public Complaints About School 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 certificated staff to select books and other materials supportive of the District's educational philosophy and goals.

Criticism of a book or other materials used in the school 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 will not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.

   A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.

   B. Following receipt of the formal complaint, the Superintendent provides for a re-evaluation of the material in question. He/She arranges for the appointment of a review committee from among the faculty and community to consider the complaint.

   C. The Superintendent reviews the complaint and the committee's re-evaluation and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

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

[Adoption date: October 22, 2013]

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

[Adoption date: October 22, 2013]

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 REF.: Teachers' Negotiated Agreement
Classified Staff Negotiated Agreement

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The following procedures are to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation is restricted in meaning to that criticism of a particular employee by a citizen of the District, which includes or implies a demand for action by District authorities. Other comments and suggestions are referred informally to appropriate personnel.

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member immediately informs his/her supervisor of the complaint.

2. If a complaint comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint. If the complainant has already met with the employee criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing.

3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized or to his/her immediate supervisor and immediately informs both.

4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.

5. When a written complaint is received, the principal or other supervisor schedules a conference with the complainant, the person criticized and, if advisable, the department chairman or other personnel who, in the opinion of either the supervisor or the person criticized, could contribute to resolution of the problem.

6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.

7. Should dissatisfaction remain after the above steps have been taken, the matter may be 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: October 22, 2013]

RELATIONS WITH PARENT ORGANIZATIONS

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

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

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

Parent organizations meeting the charitable trust filing requirements must file with the Ohio Attorney General and submit to the Superintendent a certificate indicating that filing requirements have been met.

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

Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board's policy of standardizing materials and equipment.

[Adoption date: October 22, 2013]

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

CROSS REFS.: AE, School District Goals and Objectives
KG, Community Use of School Facilities (Equal Access)
KGB, Public Conduct on District Property
KH, Public Gifts to the District
KI, Public Solicitations in the Schools
KJ, Advertising in the Schools
KMB, Relations with Booster Organizations

RELATIONS WITH BOOSTER ORGANIZATIONS

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

Annually, booster organizations must submit to the Superintendent/designee their tentative goals, objectives, projects and/or activities along with their 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 quarterly reports on income, expenses and balance sheets to the Superintendent for review and approval.

8. 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: October 22, 2013]

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

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

RELATIONS WITH OUTSIDE ORGANIZATIONS

The Board recognizes the importance of maintaining representation in a variety of outside organizations. Board approval is required prior to participation in any outside organizations for the purpose of representing the Coldwater Exempted Village School District.

[Adoption Date: December 10, 2013]

RELATIONS WITH RELIGIOUS ORGANIZATIONS

The Board recognizes the importance of the family and respects the values it promotes in the life of the young people of this community. These family values extend not only to the importance of education but also the importance of affiliation with other organizations and groups within the community. The Board desires to assist the family in its efforts to perpetuate the teaching of their values and to this end has established the following regulations regarding the scheduling of school activities for students.

1. No school-related activities will be conducted by the school administration after 5:30 p.m. for students in grades kindergarten through grade eight and after 6:30 p.m. for students in grades nine through 12 during the school calendar year. The only exemption to this schedule is the scheduling of activities by affiliated organizations to which the school system belongs that cannot be controlled by the administration of the Coldwater Schools.

2. No activity will be scheduled before 1:00 p.m. on Sunday.

3. Any activity that will require students to be out of the District between midnight on Saturday and 1:00 p.m. on Sunday will require its sponsor and approved chaperones (parents) to schedule a two-hour period of meditation, if needed, on Sunday. Sponsors and chaperones (parents) will provide students the opportunity to attend, within reason, and at the expense of the activity, access to a site for said meditation. If requested by participating student(s), a time and place other than on Sunday, within reason, will be honored.

4. The intent of this policy is to provide students with the opportunity to participate in school-sponsored activities, both within and outside the District.

5. It is recognized that extenuating circumstances may exist that prevent the above from taking place; therefore, before permission will be granted by the Superintendent or designee, the sponsor of the activity will provide the immediate supervisor with reasons and rationale for exemption.

[Adoption date: October 22, 2013]