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* Indicates policies not currently in manual

SCHOOL-COMMUNITY RELATIONS GOALS

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

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

[Adoption date: August 15, 2003]

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

CROSS REFS.: AE, School District Goals and Objectives
KBA, Public's Right to Know

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. It is the policy of the Board that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Board to adhere to the state's Public Records Act.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the office of the Treasurer during the hours when the administration offices are open.

This Board, in accordance with the Ohio Revised Code, defines records as including the following: any document – paper, electronic (including, but not limited, to e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the district are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

The Board designates the Treasurer to attend public records training on its behalf. It is the policy of the Board that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying.

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which the office keeps its records.

There is no requirement that an individual making a public records request put a records request in writing or provide his or her identity or the intended use of the requested public records. However, the Board may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use, but only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or intended use and when a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records shall be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and

“reasonable” shall take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

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 when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of “personally identifiable information” generally are exempt from disclosure.

Any denial of public records requested shall include an explanation, including citation to legal authority. If portions of the record are public and portions are exempt, the exempt portions are to be redacted and the public portions released. If there are redactions, each redaction must be accompanied by a supporting explanation, including citation to legal authority.

Those seeking public records will be charged only the actual cost of making copies. The charge for paper copies is 10 cents per page. The charge for downloaded computer files to a compact disc is \$1 per disc. There is no charge for documents sent via e-mail. Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.

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

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this district are instructed to retain their e-mails that relate to public business and to copy them to their business e-mail accounts and/or to the office’s records custodian.

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

Each principal is authorized and expected to keep the school’s community informed about the school’s program and activities. The release of information of District wide interest is to be coordinated by the Superintendent, Treasurer and Information Technology Director.

[Adoption date: August 15, 2003]
[Revision date: September 24, 2007]

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

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
GBL, Personnel Records
IGBA, Programs for Students with Disabilities
JO, Student Records
KA, School-Community Relations Goals

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: August 15, 2003]

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

CROSS REF.: BCF, Advisory Committees to the Board

COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

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

1. clarifying general ideas and attitudes held by residents in regard to the schools;
2. developing Board policies under which the school system is to be managed;
3. establishing administrative arrangements and regulations designed to help implement these policies;
4. determining the purposes of courses of study and special services to be provided for students;
5. evaluating the extent to which these purposes are being achieved by present policies and/or
6. solving a specific problem or set of closely related problems about which a decision must be made.

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

[Adoption date: August 15, 2003]

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

CROSS REFS.: BCE, Board Committees
BCF, Advisory Committees to the Board
FL, Retirement of Facilities
IF, Curriculum Development

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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.

Requests to Address the Board

1. A person who wishes to address the Board shall make a written request to the Superintendent no later than 9:00 a.m. on the Tuesday before the regular meeting of the Board.
2. The request shall be in writing and include the subject, the name of the person making the request and if applicable, the group represented.
3. Individual requests to address the Board shall be limited to five minutes.
4. A person addressing the Board on behalf of a group shall be limited to 10 minutes.
5. An extension of the time allowed a speaker shall be granted only by a motion and a majority vote of the Board present.

Late Requests

1. The Board may permit a presentation to the Board if a late request has been made to the Treasurer just prior to the meeting.
2. Such a late request shall indicate the subject of the presentation and the name of the speaker.
3. Late requests may be refused by the President because of the number of prior requests.

Addressing the Board

1. The President of the Board meeting shall recognize speakers only during that part of the agenda set aside for it.
2. A person shall address the Board only upon being recognized by the President.
3. The speaker should state his/her name, address and the subject of the remarks.

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4. All remarks shall be addressed to the President of the Board.
5. Any person not complying with the above procedures may be ruled out of order by the President.

Special Meetings: Work Sessions

1. At a specified time during a special meeting, the public shall be given the opportunity to address the Board. Speakers shall speak only to the purpose for which the special meeting was called. Time limits set forth in the section Requests to Address the Board paragraphs 3 and 4 shall apply.
2. During the work session, the public shall be given the opportunity to address the Board. Remarks shall be limited to those items on the work session agenda. The Board shall not act on any item during this meeting. Time limits set forth in the section Requests to Address the Board paragraph 3 and 4 shall apply.

[Adoption date: August 15, 2003]

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 seeks and supports community instructional resources involving the citizens, institutions and environment of our community as valuable resources in the education of its children.

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

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

[Adoption date: August 15, 2003]

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

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 applicable regulations, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3311.215
3313.74; 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)

Classification Charges

Class I:

1. No rental fee shall be charged, unless building heat or cooling is required beyond maintenance level.
2. No custodian fee if an adult, 21 years of age or over, is in charge and with the group.
3. In the absence of a supervising adult, a school employee will be appointed and a custodian charge of \$20.00 per hour weekdays and Saturdays and \$28.00 per hour Sundays and holidays will be made. Custodian charges for community youth groups may be waived at the discretion of the Superintendent or his/her designee.
4. No custodian fee will be charged if a janitor is normally on duty and the group assumes clean-up responsibilities.
5. If a janitor is not on duty or if the group does not assume clean-up, a fee of \$20.00 per hour weekdays and Saturdays and \$28.00 per hour Sundays and holidays will be assessed.
6. The student rate for auditorium sound and lighting will be the current minimum wage rate.
7. No spectators, unless expected as a normal part of approved activity.

Class II:

1. Rental fee as stipulated (see chart).
2. Custodial fee is \$20.00 per hour weekdays and Saturdays and \$28.00 Sundays and holidays.
3. Facilities to be rented at maintenance level heating and/or cooling.
4. No spectators, unless expected as a normal part of approved activity.
5. The student rate for auditorium sound and lighting will be the current minimum wage rate.

Class III:

1. Rental fee as stipulated (see chart).
2. Custodial fee is \$20.00 per hour weekdays and Saturdays and \$28.00 Sunday and holidays.

3. Facilities to be rented at maintenance level heating and/or cooling.
4. No spectators, unless expected as a normal part of approved activity.
5. The student rate for auditorium sound and lighting will be the current minimum wage rate.

Rental Guidelines

1. When appropriate, the building principal will assign a school employee to open, supervise, clean and secure the building for all rental activities. An engineer must be used when a building heating system so requires. The school employee assigned to work as a janitor or custodian/engineer is to receive a minimum of 2 hours pay at established rate for services rendered. Should it be necessary for the school to spend time beyond the scheduled 2-hour period for supervision, cleaning or building security purposes, the school employee shall be paid the established rate per hour.

Rental hours: 2-hour minimum. Over 2 hours but less than 30 minutes equals 1/2 hour over charge. Over 30 minutes equals 1 hour over charge.

2. Custodian will collect rental fee prior to renting facility. All rental reports are due in administrative assistant's office five days after month ending.
3. School custodian must be under contract to school (not a sub), unless building principal has exhausted all other possibilities and approves a sub assigned. Employees of other buildings may be used. Custodian must be instructed on operation of heating and building power systems. If a suitable custodian cannot be assigned, the building request is to be denied (only use sub custodian to work if sub worked that day and custodian fee is not approved).
4. Building janitors are to be offered equal opportunity for building rentals.
5. Building principal and/or cafeteria employee will be present when kitchen is in use. Employee's rate will be \$21.00 per hour weekdays and Saturdays, \$30.00 per hour Sundays and holidays.
6. An adult supervisor must be present at all times.
7. In the absence of certificated personnel, the janitor on duty is the school representative in charge. His/Her authority will be supported by the Board.
8. Every organization and/or group granted the use of school facilities shall designate some person to be known as the "responsible person." He/She shall be in charge of those participating.

9. Building students have top priority. It may be necessary to reschedule non-student groups to make facilities available to student-approved activities.

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10. Buildings will be rented at building level maintenance heat. However, heat will be provided for PTO meetings and other educational programs as approved by the building principal.
11. Mechanical equipment in the buildings is not to be used except by a school-employed operator. In such a case, additional charges may be made. Arrangements must be made with the building principal.
12. All participants in athletics activities must be equipped with suitable sym shoes.
13. Showers are not to be used. Not a part of rental agreements. (If so, \$20 extra.)
14. Smoking is prohibited.
15. The use of alcoholic beverages, drugs, obscene or profane language is prohibited.
16. The Franklin High School football field shall not be used for any activity involving horses or other large animals, vehicles of any type or excessively heavy foot traffic.
17. See Rental Chart for renting of equipment.
18. A 30% deposit is required upon contract signing.
19. Rental of Atrium Stadium approved by Director of Extra Curricular Activities and/or Business Manager.

Rental Chart- (Per Hour Rate)

(include rehearsal time)

	Atrium Stadium	Gym	Auditorium	Class rooms	Kitchen (K) & Cafeterias (C)	Audio/Visual
Class I						
Class II	Rate to be determined by DirExtraCurr/ Business Mgr.	Elem.=\$6 H.B.=\$8 JR/HS=\$15	JR=\$15 *HS=\$25	\$5	(K)Elem.=\$10 (K)H.B.=\$15 (K&C) JR/HS=\$30	Computer Ports PA Port =\$5 Overhead=\$5
Class III	Rate to be determined by DirExtraCurr/ Business Mgr.	Elem.=\$25 H.B.=\$40 JR/HS=\$5	As approved by BD of Ed *HS=\$75 *including rehearsal time	\$15	(K)Elem.=\$30 (K)H.B.=\$50 (K&C) JR/HS=\$60	N/A

Rental Classifications

Class description and recognized groups qualifying for each.

Class I

1. District educational oriented or affiliated groups.

Approved Groups: Students and building student teams, building student programs, student pee wee football – baseball – soccer – basketball programs and banquets, approved city recreations programs, Scouts, PTO-PTA, adult educational classes, Boosters, school-approved education programs.

2. Community non-profit service clubs and organizations, Lions Club, Optimist Clubs, Rotary, Chamber of Commerce, Dare, etc., city recreation adult groups (pee wee, soccer, baseball, basketball).

3. Non-profit groups that provide public performances (examples: Cincinnati symphony, Southwestern Ohio Symphonic Band, Village Singers, Air Force Band).j

* Must pay custodian if not on duty and/or if services are required.

* Clubs and organizations may use buildings, if available, for intended use only (organization meetings and year ending banquets).

Class II

District “non-educational” or community service affiliated. *Group must consist of 75% Franklin School District residents.

Approved Groups: churches (not regular services), YMCA or YWCA classes, gym rentals.

Class III

Non-District groups, organizations and/or individuals.

(Approval date: August 15, 2003

Revised: November 28, 2005)

PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other employees of the schools or students.

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.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the police will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 2907.03
2909.05-2909.07
3313.20

CROSS REF.: KG, Community Use of School Facilities

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, grounds and vehicles where routine or regular kindergarten, elementary, secondary or library services are offered to children.

The Board also prohibits the use of tobacco on all outdoor property owned and managed by the Board between the hours of 12:01 a.m. and 4:00 p.m. each school day.

The use of tobacco is prohibited on all field trips conducted on Board property.

Tobacco-free means that the use of chew or chewing tobacco, tobacco cigarettes, clove cigarettes, cigars, dip, snuff, pipes and pipe tobacco is prohibited.

Citizens caught smoking in school buildings are educated as to the Board's policy on smoking. If caught smoking a second time, they are directed to leave school property.

A notice to this effect is posted at the entrance to all school buildings.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.20; 3313.47
3791.031
Goals 2000: Educate America Act

CROSS REFS.: GBK, Smoking on District Property by Staff Members
JFCG, Tobacco/Tobacco-like Product Use by Students

PRIVILEGES FOR SENIOR CITIZENS

Local senior citizens are those who have reached the age of 62 years.

A local senior citizen is one who has his/her primary place of residence within the boundaries of the Franklin City School District.

Such citizens shall be admitted, without charge, to any school-sponsored activity to which admission is charged. Proper identification must be shown.

The exception to the above is the commencement ceremony where, because of the lack of adequate space, admittance is restricted.

[Adoption date: August 15, 2003]

PUBLIC GIFTS TO THE DISTRICT

Gifts, grants or bequests are accepted by the Board, provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

Any person or organization desiring to give a gift or make a grant or bequest to the Board must contact the Superintendent, who submits the request to the Board.

Proposals for giving funds, equipment or materials to the District with a “matching” agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board’s policy of standardizing materials and equipment.

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

[Adoption date: August 15, 2003]

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: August 15, 2003]

LEGAL REFS.: ORC 2921.43; 2921.431
3319.321

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

VISITORS TO THE SCHOOLS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing.

To ensure that no unauthorized persons enter buildings, all visitors to schools must report to the school office when entering, to receive authorization before visiting elsewhere in the building. (This policy does not apply when parents have been invited to a classroom or assembly program.)

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on the grounds.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3313.20

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

PUBLIC COMPLAINTS

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

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

1. employee
2. principal
3. Superintendent
4. Board of Education

If a complaint, which was presented to the Board and referred through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter is made to the Board and then placed in the official files.

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

Matters referred to the Superintendent and/or Board must be in writing and are expected to be specific in terms of the action desired.

[Adoption date: August 15, 2003]

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

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
 - A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.
 - B. Following receipt of the formal complaint, the Superintendent provides for a re-evaluation of the material in question. He/She arranges for the appointment of a review committee from among the faculty and community to consider the complaint.
 - C. The Superintendent reviews the complaint and the committee's re-evaluation and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

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

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3329.07; 3329.08; 3329.09

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

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

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

Do not assign it to my child.

Withdraw it from all students as well as my child.

Restrict it to more mature students.

Send it back for re-evaluation.

Signature of Complainant

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

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

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

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

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 121.22

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

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member immediately informs his/her supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint. If the complainant has already met with the employee criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing.
3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized or to his/her immediate supervisor and immediately informs both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint is received, the principal or other supervisor schedules a conference with the complainant, the person criticized and, if advisable, the department chairman or other personnel who, in the opinion of either the supervisor or the person criticized, could contribute to resolution of the problem.
6. If the complainant is not satisfied, he/she should then be referred to the Superintendent.
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: August 15, 2003)

RELATIONS WITH PARENT ORGANIZATIONS

The Board encourages the formation of parent-teacher groups in order to foster close relationships between parents and the schools. The Board strongly urges teachers to participate actively in and to attend meetings of these organizations.

[Adoption date: August 15, 2003]

RELATIONS WITH BOOSTER AND PARENT-TEACHER ORGANIZATIONS

The Board recognizes that the endeavors and objectives of booster and parent-teacher organizations can be a valuable means of stimulating interest and endorsement of the aims and achievements of the District.

Booster/PTO-proposed plans, projects or activities must be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of the District. Careful consideration must be given to the total value of all students, rather than to specific elements such as teams, band participants, etc. Care must be taken to avoid compromising or diluting the responsibility and authority of the Board.

Annually, booster/parent-teacher organizations must submit to the Superintendent/designee their tentative goals and objectives along with their fund-raising plans for the next school year for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the Superintendent/designee is to be advised before any final revisions are made.

Booster/Parent-Teacher organizations must abide by all District policies and rules as well as the following list.

1. Booster/Parent-Teacher organizations should not use the school's tax ID number.
2. Booster/Parent-Teacher 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. Fund-raising 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 fund-raising activities is required.
6. The use of the District name and emblems must be authorized.
7. Booster/Parent-Teacher organizations must submit their bylaws to the Superintendent for review and approval as well as quarterly reports on income, expenses and balance sheets.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3313.20

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