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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 citizens 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 of the District will be directed by the Superintendent and will be based upon the following principles:

1. The school-community relations program will be 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 of the District.
3. Communications with the public should promote involvement, objective appraisal and support.
4. Communications must be internal as well as external and should 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: May 9, 1994]

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

CROSS REF.: AE, School District Goals and Objectives

## PUBLIC INFORMATION PROGRAM

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations. It is the purpose of this policy to provide the ways and means to accomplish this goal.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; it alone will release to the media those matters of importance. Matters of lesser importance may be released by the Superintendent or Treasurer as they have been recorded in the minutes of the Board meetings and upon request of media representatives.

All other publications, releases, photographs and the like depicting the accomplishments of the students and staff of the District may be approved at the discretion of the Superintendent.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and public generally with the achievements and the needs of the schools, and which shall include as a minimum, the following:

1. A District newsletter will be issued on a regular basis and will be distributed to all residents and staff members.
2. Other publications, including the Superintendent's annual report, school newspapers, yearbooks, curriculum bulletins from individual schools and from the District, educational reports, student handbook(s) and parent handbook(s) will be issued as needed.
3. News releases and photographs of school activities for publication will be issued as needed and approved by the principal or Superintendent.

[Adoption date: May 9, 1994]

## 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 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 mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that the records nor the information in them will not be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

[Adoption date: May 9, 1994]

[Re-adoption date: November 11, 1999]

[Re-adoption date: October 8, 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  
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 will develop procedures to provide wide coverage and to coordinate publicity into a common effort and purpose.

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

[Adoption date: May 9, 1994]

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

## NEWS RELEASES

The procedures regarding news releases will be as follows:

1. The Board President will be 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 District 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 District to maintain a vital and effective link with the media sources of the community. This includes a variety of forms and forums. This effort will be directed by the Board President or his or her designee.

(Approval date: May 9, 1994)

NEWS CONFERENCES AND INTERVIEWS

No person other than an employee of the Board of Education shall be allowed to interview a student while in school, except with the approval of the principal.

[Adoption date: May 9, 1994]

## BROADCASTING AND TAPING OF BOARD MEETINGS

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public according to the following guidelines.

1. Photographs, broadcasting and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting and/or recording devices are being used.
2. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and no commentary is to be given in a manner that distracts Board members or the audience.
3. The Board has the right to halt any recording that interrupts or disturbs the meeting.

The Board may make the necessary arrangements to have audio recordings of all regular meetings and any special meeting that it deems appropriate.

[Adoption date: August 17, 1999]

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

## TAX ISSUES

The Board will examine financial needs in advance of any levy or bond elections. The Board will provide the public with information on school building needs and on levy and bond elections; however, it will 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: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: Ohio CONST. art XII, § 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 affairs of the schools is important if the District and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. The Board will endeavor to identify the wishes of the community and to be responsive to those wishes.

All citizens will be encouraged to express ideas, concerns and judgments about the schools to the school administration, the staff, to any appointed advisory bodies and to the Board.

Residents who are specially qualified because of interest, training, experience or personal characteristics will be encouraged to assume an active role in school affairs. From time to time, they 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 to 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 and the staff will give consideration to the advice they receive from individuals and community groups interested in the school. Final authority for all decisions rests with the Board.

[Adoption date: May 9, 1994]

LEGAL REFS.: OAC 3301-31-07  
3301-35-03(J)

CROSS REF.: BCFA, Business Advisory Committee to the Board

## PUBLIC PARTICIPATION AT BOARD MEETINGS

### Citizen Participation at Board Meetings

#### Items for the Agenda:

If a citizen wishes to submit/discuss an item of business for a meeting, it is desired that this item be given to the Superintendent or President on the Wednesday preceding the Board meeting. This is the day that agendas are developed. This item should be submitted in writing.

#### Addressing Items on the Agenda

If a citizen wishes to address an item on the agenda, a request to be recognized should be made during the “guest” portion of the agenda.

#### How to be Recognized

The person desiring recognition should raise a hand and wait to be recognized by the President.

#### What to do when Recognized

1. State name and address.
2. Address Board members as a group.
3. Board members may ask questions for clarification.
4. The President may use discretion regarding recognizing speakers more than once on the same subject.
5. Individual remarks shall not exceed five minutes and no more than 30 minutes will be devoted to a single issue.
6. Repetitive statements may be ruled out of order by the President.
7. The President may defer questions/concerns to be discussed with the Superintendent at a different time.
8. The Board will not discuss individual employees.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 121.22  
3313.20

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

## COMMUNITY INSTRUCTIONAL RESOURCES

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

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

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

[Adoption date: May 9, 1994]

LEGAL REF.: OAC 3301-35-03(J)(4,5)

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 as determined by the Superintendent to be wholesome, positive activities aligned with the District's mission. The Superintendent has the discretion to charge or waive fees.

[Adoption date: May 9, 1994]

[Re-adoption date: November 21, 1996]

[Re-adoption date: February 12, 2007]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Title VIII, Section 801  
ORC 3311.215  
3313.75; 3313.76; 3313.77; 3313.78; 3313.79  
4303.26

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

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

The Board encourages the proper 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. An employee of the District must be on duty whenever a school building or school stadium is used by an organization or group. The building principal may make exceptions on an individual basis for groups that directly or indirectly benefit the school.
2. No building will be used for commercial or personal gain.
3. No building will be used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes.
4. Out-of-school groups will not begin with their activities until school is dismissed in the afternoon, and the students left the building.
5. Buildings will not be used prior to 12:00 on Sundays or legal holidays. Use is permitted after 12:00 with building principal's approval.
6. No group will, under any circumstances, tamper with any electrical or heating controls.
7. Any use of kitchen equipment requires the presence of a cook who shall be paid at time and a half.
8. Smoking in the buildings or on school property is prohibited.
9. The Board reserves the right to require, if it should deem necessary, that groups using the building 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 will follow the conditions outlined for the use of the buildings. Special emphasis will be given to providing sufficient police protection and adult supervision.

11. School-sponsored student groups must have a teacher or school employed advisor present at the activity. Nonschool-sponsored student groups must have a teacher present or another adult approved by the building principal.
12. Groups which use school facilities must present either a waiver of liability (Form KG-E-2) or evidence of possession of liability insurance.

### Permits

A permit is necessary when a group or organization not part of the District wants to use a school building or grounds. An applicant for a permit must assure the Superintendent that the group/organization will comply with all regulations and will respect the property, equipment and grounds of the school.

A sponsoring organization or group will indicate that it:

1. intends to provide a program which will promote the welfare of the community and be for community purposes;
2. will guarantee orderly behavior;
3. will underwrite any damages due to its use of the premises;
4. will pay for the use of equipment, property or grounds at the established rates; and
5. must present to the District either a waiver of liability or evidence of possession of liability insurance.

The following described activities are those which are permitted in school buildings or on school grounds without charge to the using organization or group. The Superintendent is responsible for approving or disapproving requests for such use.

1. Permits are not required for activities such as school activities on school days which do not require the assignment of overtime to custodial personnel and which do not extend beyond the hour of 6:00 p.m. A permit is not required for the principal's use of the building for such purposes as working in his or her office or holding conferences, small group meetings of faculty, parents or students. When the building is used without the services of the custodial staff, the principal will be responsible for the care and security of the building.

2. A "Superintendent's Permit" must be issued on a designated form. The following conditions are to be observed:
  - A. Afternoon meetings must end by 6:00 p.m. and evening meetings by 10:00 p.m.
  - B. Fees will be assessed in accordance with a schedule adopted annually by the Board. The Superintendent has the authority to waive fees as it deems appropriate. Current fees follow.
  - C. 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 will be moved by the using organization and replaced in the original location.
  - D. 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.
  - E. 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 to closing up and properly securing the facilities when the organization has left.

#### Processing the Permit Application

Application forms are available in the office of each school building. The application of a community group for a permit to use a school building or facilities must be filed with the building principal at least 30 days prior to the date of the proposed use. Submission is recommended 60 days prior to Sunday use requests because Sunday usage requires building principal approval.

After the application is cleared by the principal, it will be sent back to the Superintendent at least 10 days in advance of anticipated use. The Principal will arrange for special custodial or kitchen help, if necessary. After checking for any type of District conflict on the composite calendar, the responsible school official will notify the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use.

#### 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 Principal at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware will require the assignment of a lunchroom employee.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure; therefore, it will be 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 Superintendent.

\*\*\*Rental Charges

<u>School</u>	<u>Classroom</u>	<u>Gym</u>	<u>Auditorium</u>	<u>Cafeteria/Kitchen</u>	<u>Stadium</u>
NMS	\$5/hr.	\$25/hr.	\$25/hr.	\$25/hr.	\$25/hr.
NHS	\$5/hr.	\$25/hr.	\$25/hr.	\$25/hr.	\$25/hr.
Elementary	\$5/hr	\$25/hr.	\$25/hr.	\$25/hr.	-----

(Approval date: May 9, 1994)

(Re-approval date: December 8, 2003)

(Re-approval date: February 12, 2007)

NORTHWESTERN LOCAL SCHOOLS  
POLICIES RELATING TO THE USE OF SCHOOL BUILDINGS AND GROUNDS

Section I - Use of Building

The general policy of the Northwestern Local Board of Education in respect to rental of school properties is to the effect that school organizations and functions shall have priority over outside community groups. Priority will also be given to community groups involving students.

The facilities of the school, however, shall be made available for community use in so far as those outside uses do not interfere with the use of the schools by school organizations and functions.

1. Buildings and facilities may be used without charge by booster clubs, parent-teacher groups and affiliates, school-sponsored organizations and other organizations recognized by the Board of Education as being closely allied to and supporting the educational program of the District.
2. Community service groups within the District who are in need of a meeting place for noncommercial purposes are permitted to use the school facilities without charge unless the meeting requires custodian or cafeteria service.
3. School buildings and facilities will not be available for the use of individuals, organizations and parties whose primary place of residence, business or activities is outside the District except that such use is sought after or requested by individuals, organizations or parties within the District who wish to foster or sponsor outside activities and whom the Board considers competent.
4. School buildings in the Northwestern Local School District will only be available for use after 12:00 on Sunday with approval by the building principal.
5. Responsibilities for care of property and enforcement of District policies will rest with the organization and any destruction of property related to the building use will be repaired and charged to the organization responsible.

Buildings and facilities may be utilized without charge by booster clubs, alumni groups, parent-teacher groups or affiliates, school-sponsored organizations and other organizations recognized by the Board as being closely allied to and supporting the mission and educational program of the District. In addition, booster clubs, alumni groups, and other closely aligned groups are not required to pay custodian, cafeteria or other fees as a general rule. Fees may be approved or disapproved for these and other groups at the Superintendent's discretion.

Section II - Rental Fees

Permit Application

Organization Requesting Use \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address \_\_\_\_\_

Person Responsible Within Organization \_\_\_\_\_

Time Facility is to be used (including any opening and closing time) \_\_\_\_\_

Date(s) Facility is to be use \_\_\_\_\_

Building to be used \_\_\_\_\_ Room(s) Within Facility \_\_\_\_\_

\*Rent Charge \_\_\_\_\_ Approval Granted By \_\_\_\_\_

\*Custodial fee will be regular hourly rate of pay or overtime (time and one-half) if so required, plus the retirement percentage of the total pay. Custodian pay will include 15 minutes before time building is requested to open, and 15 minutes after building is vacated. Cook fee will be regular hourly rate of pay or overtime (time and one-half) if so required, plus the retirement percentage of the total pay.

Any questions concerning this procedure should be directed to the local Superintendent.

\*Renting organization will be responsible to pay for at least a minimum time per request.

COMMUNITY USE OF FACILITIES  
(Equal Access)

Waiver of Liability

\_\_\_\_\_ (Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its 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 indemnitor or the \_\_\_\_\_ Board of Education or either party's agents or employees, or otherwise.

## PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school grounds will be expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on school property will assault, strike, threaten, menace or use improper, indecent or obscene language toward students, teachers or other employees.

No person will disrupt, disturb or interfere with the teaching of any class 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 District will cooperate in any prosecution pursuant to the criminal laws of the State and local ordinances.

The District has installed video surveillance cameras recorders within school buses, throughout school grounds, and inside school buildings in an effort to ensure the safety of students and staff, act as a deterrent to inappropriate or illegal actions, as well as monitor student behavior. This video serves as a record for the District and is admissible for student discipline, staff discipline, training, as well as admissible in court and other legal proceedings as determined by the District. When considering the potential availability of this recorded video, the visual footage of all students and staff shall be considered by administration when determining the appropriateness of sharing this. The recorded video remains District property and is intended for administrative use. The video may be shared with parents, students, and appropriate staff only and only at the discretion of school administration.

In instances of violations occurring in school buildings, at school activities, community events, and other events on school grounds where inappropriate behavior has been ongoing, repetitive, and/or extreme, the Superintendent may use a “restraining order” or “no trespass order,” which may be as brief as for a particular event/activity or may be as long as a month, season, year or permanent in duration. Since a “restraining order” or “no trespass order” is a drastic and serious measure, such instances will be communicated to the Wayne County Sheriff’s Department, building principals, athletic directors and the Board, as well as other appropriate school personnel.

[Adoption date: May 9, 1994]

[Re-adoption date: August 26, 2013]

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

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

## USE OF TOBACCO ON SCHOOL PREMISES

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. The Board recognizes that smoking can be hazardous to the health and safety of both the user and the nonuser; therefore, the Board declares all school property (including buildings) to be designated tobacco-free.

Anyone caught using tobacco on school property will initially receive a warning; if caught a second time, that person will be directed to leave school property.

This policy will be posted on school property and at all the entry ways into District buildings and outdoor facilities.

[Adoption date: May 9, 1994]

[Re-adoption date: August 25, 2003]

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

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

## PUBLIC GIFTS TO THE SCHOOLS

Gifts, grants or bequests will be 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 will submit the request to the Board.

Proposals for giving funds, equipment or materials to the school 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 in the District.

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

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 9.20  
3313.36

## 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 fund-raising activity authorized by the school administration.

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 and staff will not be made available to any outside person or agency for a profit-making purpose.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 2921.43; 2921.431

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

## ADVERTISING IN THE SCHOOLS

No notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the schools will be distributed or displayed in any school building or on school property without permission of the Superintendent. All notices, even by school personnel, will be approved by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Board.

[Adoption date: May 9, 1994]

## 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 will 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 will not be 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 grounds.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 2917.21  
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, employment and educational, are treated uniformly in the conduct of on-campus student recruitment. Scheduling of recruiting visits to the District is announced to the student body in advance. Recruiters are afforded the opportunity to conduct meetings during the school day with those students who are interested.

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

In order to maintain the privacy of students, the Board prohibits the disclosure of any student list to any commercial organization which intends to use the list for commercial purposes. "Student list" is defined as Board-approved directory information. "Commercial organization" is defined as any entity which is a for-profit organization. "Commercial purpose" is defined as any activity which is an attempt to solicit business for profit.

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. This is accordance with the Ohio Revised Code.

[Adoption date: March 12, 2007]

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

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

## PUBLIC COMPLAINTS

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or equip the schools to do their tasks more effectively.

Although no member of the community will be denied the right to bring his or her complaints to the Board, he or she will be 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 of Education 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; therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be 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 will be made to the Board.

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: May 9, 1994]

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:

1. If a parent requests that his or 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:
  - A. The person who objects to the book or other material will be asked to sign a complaint on a standard form documenting his or her criticism.
  - B. Following receipt of the formal complaint, the Superintendent will provide for a re-evaluation of the material in question. He or She will arrange for the appointment of a review committee from among the faculty and community to consider the complaint.
  - C. The Superintendent will review the complaint and the committee's re-evaluation and will render 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 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 will provide for the re-evaluation of materials in library collections upon formal request.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3329.07; 3329.08; 3329.09

CROSS REFS.: IIA, Instructional Materials

Northwestern Local School District, West Salem, Ohio

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 school personnel will be investigated fully and fairly; however, before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints will be disregarded.

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

The Superintendent will develop, for approval by the Board, procedures that assure prompt and fair attention to complaints against school personnel. The procedure will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he or 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 and decision. Statutory restrictions on executive sessions will be observed.

[Adoption date: May 9, 1994]

[Re-adoption date: February 12, 2007]

LEGAL REF.: ORC 121.22

CROSS REF.: BDC, Executive Sessions

CONTRACT REF.: Teachers' Negotiated Contract

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

7. Should dissatisfaction remain after the above steps have been taken, the matter may be placed on the agenda for the next regularly scheduled Board meeting. The decision of the Board is communicated in writing to all interested persons.

(Approval date: May 9, 1994)

(Re-approval date: March 12, 2007)