

SECTION K: SCHOOL-COMMUNITY RELATIONS

KA	School-Community Relations Goals
KAA*	School-Community Relations Priority Objectives
KB*	Public Information Program
KBA	Public's Right to Know (Public Records Policy)
KBB*	School-Sponsored Information Media
KBC*	News Media Relations
KBCA	News Releases
KBCB*	News Conferences and Interviews
KBCC*	News Media Services at Board Meetings (Also BDDI)
KBCD	Broadcasting and Taping of Board Meetings (Also BDDJ)
KBCE*	Sports and Special Events News Coverage
KBD*	Speaker Services
KBE	Tax Issues (Also FD)
KBF*	Use of Students in Public Information Program
KC	Community Involvement in Decision Making (Also ABA)
KD	Public Participation at Board Meetings (Also BDDH)
KE*	Staff Participation in Community Activities (Also GBF)
KF	Community Instructional Resources (Also IIC)
KFA*	Special Interest Materials (Also IIAD)
KG	Community Use of School Facilities (Equal Access)
KGA*	Public Sales on School Property
KGB	Public Conduct on District Property
KGC	No Tobacco Use District Property
KH	Public Gifts to the District
KI	Public Solicitations in the Schools
KJ	Advertising in the Schools
KJA	Distribution of Materials in the Schools
KK	Visitors to the Schools
KKA	Recruiters in the Schools

SECTION K: SCHOOL-COMMUNITY RELATIONS
(continued)

KL	Public Complaints
KLA*	Public Complaints About Policies
KLB	Public Complaints About the Curriculum or Instructional Materials
KLC*	Public Complaints About Facilities or Services
KLD	Public Complaints About District Personnel
KM*	Relations with Community Organizations
KMA	Relations with Parent Organizations
KMB	Relations with Booster Organizations
KMC*	Relations with Neighborhood Associations
KMD*	Relations with Religious Organizations
KME*	Relations with Youth Organizations
KMF*	Relations with Private Social Service Organizations
KMG*	Relations with Business Organizations
KMH*	Relations with Labor Organizations
KMI*	Relations with Political Organizations
KMJ*	Relations with Indian Tribal Councils

* Denotes topics not covered by Board policy.

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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 10, 2011]

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 (Public Records Policy)

Mission Statement

Openness leads to a better-informed citizenry, which leads to better government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of the District to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

Defining Public Records

All records kept by the District are public unless they are exempt from disclosure under Ohio law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

A record is defined to include the following: A document in any format — paper or electronic (including, but not limited to, business email) — that is created, received by or comes under the jurisdiction of the District that documents the organization, functions, policies, decision, procedures, operations or other activities of the office.

Response Timeframe

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

“Prompt” and “reasonable” 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 and redaction of the records requested.

It is the goal of the District that all requests for public records should be acknowledged in writing or, if possible, satisfied within five business days following the office's receipt of the request.

Handling Requests

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve and review the records. If it is not clear what records are being sought, the office must contact the requester for clarification and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.

The requester does not have to put a records request in writing and does not have to provide his/her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requester's identity and/or the intended use of the information requested, but only (1) if a written request or disclosure of identity or intended use would benefit the requester by enhancing the office's ability to identify, locate or deliver the public records that have been requested; and (2) after telling the requester that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

In processing the request, the office does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering or querying. Although not required by law, the office may accommodate the requester by generating new records when it makes sense and is practical under the circumstances.

In processing a request for inspection of a public record, an office employee must accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Attorney General's website (www.ohioattorneygeneral.gov) for the purpose of keeping employees of the office and the public educated as to the office's obligations under the Ohio Public Records Act, Open Meetings Act, records retention laws and Personal Information Systems Act.

Electronic Records

Records in the form of email, text messaging and instant messaging, including those sent and received via a handheld communications device (such as a Blackberry) are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitting to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their email records and other electronic records in accordance with applicable records retention schedules.

Denial or Redaction of Records

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Copying and Mailing Costs

Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is 25 cents per page. The charge for electronic files downloaded to a compact disk is \$5.00 per disk.

A requester may be required to pay in advance for costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that documents be mailed, he/she may be charged the actual cost of the postage and mailing supplies. There is no charge for documents emailed.

Managing Records

District records are subject to records retention schedules. The office's current schedules are available at Clearview Board Office, 4700 Broadway, Lorain, Ohio 44052, a location readily available to the public as required by Ohio Revised Code Section 149.43(B)(2).

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: December 10, 2007]

[Re-adoption date: October 10, 2011]

[Re-adoption date: June 9, 2014]

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, which enhances the image of the District.

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BCB, Board Officers
EBC, Emergency/Safety Plans

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: August 19, 1991)

(Re-approval date: March 19, 2001)

(Re-approval date: October 18, 2004)

(Re-approval date: October 10, 2011)

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 may be made only when all parties involved have been informed that cameras, broadcasting and/or recording devices are being used. Persons using these devices must notify the Board of their intent to do 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 have audio recordings of all regular meetings and any special meeting that it deems appropriate.

[Adoption date: October 10, 2011]

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

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

TAX ISSUES

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

Tax reduction factors are considered in coordination with the sexennial property appraisal in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: August 19, 1991]
[Re-adoption date: March 19, 2001]
[Re-adoption date: October 18, 2004]
[Re-adoption date: October 10, 2011]

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5
ORC Chapter 133
3311.21
3313.37; 3313.375
3315.07
3501.01
Chapter 5705
5748.01 et seq.

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

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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 121.22
OAC 3301-35-04

CROSS REFS.: AD, Development of Philosophy of Education
AFA, Evaluation of School Board Operational Procedures (Also BK)
BCE, Board Committees
BCF, Advisory Committees to the Board
BCFB, Family and Civic Engagement Committee
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, present and voting.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated.

[Adoption date: August 19, 1991]
[Re-adoption date: October 17, 1994]
[Re-adoption date: March 19, 2001]
[Re-adoption date: October 18, 2004]
[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 121.22
3313.20

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
BDDDB, Agenda Format
BDDC, Agenda Preparation and Dissemination
BG, Board-Staff Communications (Also GBD)

COMMUNITY INSTRUCTIONAL RESOURCES

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

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

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

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3315.07

OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: GBQ, Criminal Records Check

IICC, School Volunteers

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

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

This policy also applies to all District employees. Employees are prohibited from using school facilities for personal use unless they have applied for use of school facilities in compliance with this policy. Employees are also prohibited from borrowing school equipment for personal use.

Employees are prohibited from giving out their keys or access codes to unauthorized persons for access to school facilities.

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

[Adoption date: August 19, 1991]
[Re-adoption date: March 19, 2001]
[Re-adoption date: October 18, 2004]
[Re-adoption date: October 10, 2011]

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)

Procedures and Practices

1. The students of the Clearview Schools will have first priority in using the school facilities. Requests for use of school facilities by student groups must be submitted on the proper form with the signatures of the student representative, faculty sponsor and principal. Each request will be approved or disapproved by the Superintendent/ designee.
2. School related and community groups will have access to the buildings on a second priority basis. Requests shall be in writing and signed by an authorized representative of the organization. Each request will be approved or disapproved by the Superintendent or his/her designee, which in most situations will be the building principal.

Groups listed below are entitled to second priority status:

School-related parent groups
Clearview Athletic Boosters
Clearview Music Boosters
Local Boy/Girl Scouts
Colleges offering courses
Sheffield Township Trustees
Sheffield Township Fire Dept.
Local adult education courses
Meeting of school employees organizations
Local 4-H Clubs organizations

3. Other groups or persons may use, upon request, the school facilities; these requests will be on a third priority basis. Requests shall be in writing and signed by an authorized member of the group. Each request will be approved or disapproved by the Superintendent or his/her designee. Unusual requests may be decided by the Board.
4. The following rules will govern the use of school facilities.
 - A. A building application which is available at the building principal's or Superintendent's office must be completed. The application should be filed with the building principal at least 10 days prior to the date of use.
 - B. Only the specific areas listed on the approved building permit may be used.

- C. Equipment will be lent only to first and second priority groups. Financial responsibility for this equipment rests with the individual who applied for the use of the building.
- D. If decorations are to be displayed, they must not deface the building, and they must be removed immediately after the event. Permission for use of decorations must be obtained prior to the event.
- E. Permission must be obtained prior to the sale of any items within the building.
- F. Permit holders expecting large crowds may be required by the Superintendent/designee to carry liability insurance.
- G. School facilities should not be occupied beyond 12:00 midnight without prior approval of the Superintendent/designee.
- H. The Board, through the Superintendent, reserves the right to cancel, at any time, agreements for the use of the school building or facilities.
- I. Any organization or group using school buildings, equipment or grounds, shall be responsible for any damage done to them, over and above the ordinary wear, shall pay for restoring it to its original condition, in which case, the Board or its designated representative will be the sole judge as to the extent of damages. No permit will be issued for use of school facilities if, in the opinion of the building principal, Superintendent, or Board, it is likely that damages would be anticipated.
- J. The use of tobacco in any form, gambling, the possession or use of intoxicants or narcotics are prohibited in the school facilities (when students are present).
- K. At all times a building being used, custodian/custodian helper, administrator, supervising teacher or designate must be on duty unless otherwise stipulated by the Superintendent.
- L. A responsible adult who has signed the rental application must be accountable for the group and must be the last person to leave the facility before the school personnel closes it.
- M. The hourly rate that is applied shall begin at the time when school supervisory staff is needed, from the time the building is opened until it is closed.
- N. A retainer fee may be required for the use of certain facilities for priority three.

- O. If the kitchen will be used by any group, a member of the kitchen staff must be present in the kitchen. Second and third priority groups will be responsible for the fees associated with the kitchen help.

- P. The permit holder agrees to save and hold harmless the District and agrees to assume responsibility for all liabilities arising incident to the occupancy of building use, it being understood and agreed that the public schools assume no obligation respecting the use of such premises.

Fees shall be paid within 10 days to the Board. Payment shall be sent to the Treasurer's office.

(Approval date: August 19, 1991)
(Re-approval date: March 19, 2001)
(Re-approval date: October 18, 2004)
(Re-approval date: September 10, 2007)
(Re-approval date: October 10, 2011)

COMMUNITY USE OF SCHOOL FACILITIES
(Fee Schedule)

Charges for supervisory, cleaning or kitchen help are not included in the fee list. School employees are to be compensated one and one-half times their regular rate if outside the normal workday or week. There will be no charge during the normal workday unless they are needed to perform some task (set-up, assistance, clean-up). At this point their regular pay rate will be applied and prorated, which would only apply to priority three groups. Employees are allowed to donate their time. The present schedule of hourly rates is available upon request in the Treasurer's office. Priorities one and two will be charged a fee only if additional personnel must work because of their scheduled event.

<u>Facility Available</u>	<u>Priorities:</u>		
	<u>One</u>	<u>Two</u>	<u>Three</u>
All Class Rooms	N/C	N/C	\$30.00 A Room Per Hour
School Gymnasiums	N/C	N/C	\$50.00 Per hour
School Music Rooms	N/C	N/C	\$30.00 Per Room Per Hour
High School Auditorium	N/C	N/C	\$50.00 Per Hour
Cafeterias	N/C	\$25.00	\$25.00 Per Hour
Softball Field/Baseball Field	N/C	N/C	\$30.00 Per Hour/ \$500.00 Per Season

An additional fee of \$10.00 shall be charged for the use of the public address system and the use of a projector, piano or other equipment for priority three. School personnel may be needed and hired to operate equipment at their rate of pay.

Banquet costs will be determined annually by per-plate cost and the number of people attending the banquet. Percentage of income may be charged to priority three, as opposed to an hourly rate, to be determined by the Superintendent of schools as long as the rate is in line with the hourly rate.

Block time usage may be purchased, to be determined by the Superintendent of schools, using the hourly rate as the base charge with some adjustments because of the length of time needed.

APPLICATION FOR USE OF SCHOOL BUILDING AND FACILITIES

Name or Organization _____ Date Submitted _____

School Desired _____ Hours: From _____ To _____

TOTAL HOURS _____ at _____ Per Hour TOTAL COST _____

(The building will be open 15 minutes before the scheduled activity and 15 minutes will be allowed to vacate the building after the program. This time to be included in the charges.)

Date(s) for Use _____ Type of Activity _____

Facilities Needed _____ Equipment Needed _____

Special Instructions (if any) _____

Anticipated Attendance _____

Name, Address and Phone Number of Adult Responsible for Group:

(Name) (Address) (Phone)

The undersigned, for valuable consideration and for the privilege of using the school facilities, does/do hereby fully release the Board and any and all of its employees from any and all liability and claims for damages arising from the undersigned's use of school facilities and premises, and further do hereby assume responsibility for any possible damage to equipment belonging to the Clearview Local School System.

(Signature of Authorized Representative of Group)

*****Do Not Write Below This Line*****

_____ Approved _____ Disapproved - Date Building Permit Approved _____

Name of Custodian or Supervisor Assigned _____

Name of Cook Assigned _____

(Signature of Building Principal)

cc: as applicable

Principal
Teacher
Bus Coordinator
Superintendent's Office
Treasurer

PUBLIC CONDUCT ON DISTRICT PROPERTY

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

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time.

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

Good Conduct and Sportsmanship

The Board recognizes the value of cocurricular and extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Students and adults participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

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, No Tobacco Use on District Property
KK, Visitors to the Schools

NO TOBACCO USE ON DISTRICT PROPERTY

Rationale

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that District personnel and school visitors serve as role models to students and, therefore, adopts this 100% comprehensive tobacco-free school policy to endorse a healthy lifestyle and prevent tobacco use.

Definition

For the purpose of this policy, “tobacco product” is defined to include any product that contains tobacco, is derived from tobacco or contains nicotine (or lobelia), that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved or ingested by any other means. The term “tobacco products” includes e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence.

Tobacco Use Prohibited

No student, staff member, volunteer or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on District property, including:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District;
2. on school grounds, athletic facilities or parking lots and
3. at any school-sponsored or school-related event, whether such event occurs on campus or off campus.

Tobacco Possession Prohibited

Students are not permitted to possess any tobacco products, papers used to roll cigarettes or lighters on any school property at any time.

Tobacco Promotion Prohibited

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events. The District will not accept any form of contribution, including but not limited to financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with the District or located on District grounds.

Notice

Appropriate signs indicating that tobacco use is not permitted will be posted throughout the District at entrances and other appropriate locations on all academic buildings, administrative spaces, parking lots and athletic fields. Student will be provided notice to this policy through student handbooks and District personnel will be provided notice of this policy through personnel handbooks. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events, both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the tobacco-free policy. The tobacco-free policy will be provided to the parents and guardians of all students at the beginning of each academic year.

Educational Reinforcement

Tobacco-use prevention education shall be closely coordinated with other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Opportunities for Cessation

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

Enforcement

Disciplinary measures taken against students and staff for violation for this policy need to comply with requirements of Ohio law, related District policies and labor contractual agreements. Disciplinary actions may be taken against school visitors found in violation of this policy and may include a verbal notification of the policy for the first offense, and removal from the school property or school activity if off campus for all subsequent offenses.

Exemption

Possession of tobacco products is allowed solely for educational programs aimed at reducing the use of tobacco products. Such possession requires advance approval from the school principal or other designated school administrators.

[Adoption date: August 22, 1994]
[Re-adoption date: March 19, 2001]
[Re-adoption date: October 18, 2004]
[Re-adoption date: October 10, 2011]
[Re-adoption date: March 14, 2016]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20
3794.01; 3794.02; 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

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

PUBLIC GIFTS TO THE 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 that reduce the cost or hasten the completion are welcome.

[Adoption date: August 19, 1991]
[Re-adoption date: March 19, 2001]
[Re-adoption date: October 18, 2004]
[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 9.20
3313.17; 3313.36

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

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 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

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

School-business relationships, based on sound principles and community input, contribute to a high quality education. Positive school-business relationships should be structured in accordance with the following principles.

1. Corporate involvement must support the goals and objectives of the District.
2. Programs of corporate involvement must be structured to meet identified educational needs, and must be evaluated for educational effectiveness by the District on an on-going basis.
3. Sponsored and donated materials are held to the same standards used for the selection and purchase of curriculum materials.
4. Public-private partnerships must be consistent with all labor contracts, competitive bid requirements and all applicable Federal, State and local laws, rules and regulations.
5. Public-private partnerships may not provide direct financial benefit to District employees, students, parents or Board members.

[Adoption date: March 19, 2001

[Re-adoption date: October 18, 2004]

[Re-adoption date: September 10, 2007]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3313.20; 3313.47

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

ADVERTISING IN THE SCHOOLS

General Guidelines

1. Any materials received or distributed as part of a public-private partnership must be age appropriate and in the best interest of students.
2. If the economic benefit from a partnership exceeds \$2,500 to a school or the District, the agreement must be in writing and approved by the Board.
3. If the agreement requires a contract, the contract may not be for longer than determined by the Superintendent and Treasurer, or provide for automatic renewals or extensions, nor may it subject the District to payment during periods beyond the length of the contract or in excess of the prorated benefit in the event of early termination.

Exclusive Vending Agreements

1. The District will enter into no agreements with vendors to provide exclusive District-wide soft drink access to student customers for soft drinks or snack foods purchased by students in school.
2. No students will be used as agents for any Districtwide vendors in an exclusive arrangement to sell products or services to the community at large.
3. School supply lists are brand neutral and do not endorse any individual merchant.

Sponsored Educational Materials and Advertising in the Curriculum

Sponsored educational materials, whether purchased or provided free of charge by the sponsor, are not used in the classroom unless the District has reviewed them and found them to meet the following standards.

1. Accuracy: Statements are consistent with established fact or prevailing expert opinion.
2. Objectivity: Points of view are fairly represented. If the subject is controversial, arguments are balanced. Any sponsor bias is clearly stated and references to differing views are made.
3. Completeness: The materials contain all relevant information and do not deceive or mislead by omission.
4. Language: Materials are both interesting and readable.

Logo Advertising on School Grounds

1. All company logos appearing on school property, including non-cash donations provided by sponsors, are for identification purposes only.
2. Logos are not permitted inside or on the outside of school busses.
3. Public signs expressing the District's appreciation of an enterprise's support for education are permitted if approved by the Superintendent/designee.
4. Students are not required to wear the logo of any manufacturer for any school activity.

Advertising in Electronic Media

1. Except for courses of study which have specific lessons related to advertising, District students are not required to observe, listen to or read commercial advertising in the classroom.
2. The District will not enter into any contract to obtain electronic equipment or software that obligates the District to expose students to advertising directed at young people during school time.
3. The District will not post information about school procedures or events on electronic media that contain advertising directed at students or where personal information including, but not limited to, names, home addresses and telephone numbers is collected from students by service providers.

(Approval date: October 10, 2011)

DISTRIBUTION OF MATERIALS IN THE SCHOOLS

The District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material. In order to protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the District, the following requirements apply to the distribution of nonschool-sponsored material on school property and at school activities.

Prior Approval Required

Individuals or groups not affiliated with the District, who desire to distribute materials to the members of the school community, must first receive approval of such materials through the Superintendent/designee.

Students and staff members who desire to distribute materials to members of the school community must first receive approval from the building principal and when in doubt the Superintendent.

Types of Material Restrictions

Materials must be approved if they fall under one of the following categories:

1. publications of services, special events, public meetings or other items of interest to students or parents/guardians;
2. distribution of promotional materials of a commercial nature to students or parents/guardians;
3. paid advertisements on District property, including but not limited to billboard advertisements;
4. paid advertisements on or in school-sponsored publications, yearbooks, announcements and other school communications and/or
5. products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products.

Manner and Mode of Distribution

The Superintendent/designee may approve the use of District time, personnel and resources in the distribution of materials if the materials are of an educational nature. The Superintendent will not, however, approve the use of District time, personnel or District resources for distribution if the materials are not of an educational nature and/or considered to be conducting business by soliciting participation, campaigning for membership or registering participants.

The building principals designate appropriate times, locations and means for which distribution of nonschool-sponsored materials is appropriate. Determinations are made on a case-by-case basis.

Distribution with or without District involvement does not mean to imply sponsorship or support for that which the materials endorse. The District takes no responsibility for problems arising between the sponsoring individual or group and the student or staff member who accepts the materials.

Limitations on Content

Nonschool literature is not distributed on District property if:

1. the materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience;
2. the materials endorse actions endangering the health or safety of students;
3. the distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person;
4. the materials contain defamatory statements about public figures or others;
5. the materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
6. the materials are hate literature or similar publications that scurrilously attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others or
7. there is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked.

[Adoption date: October 10, 2011]

LEGAL REFS.: U.S. Const. Amend. I
ORC 3313.20; 3313.47; 3313.66; 3313.661

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

VISITORS TO THE SCHOOLS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.)

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REF.: ORC 3313.20(A)

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

RECRUITERS IN THE SCHOOLS

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

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

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

Names and addresses of students in grades 10 through 12 must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information.

[Adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

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

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

PUBLIC COMPLAINTS

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

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

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

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

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

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 121.22
149.43

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

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the 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 that 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 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 121.22
3329.07; 3329.08; 3329.09

CROSS REFS.: IIA, Instructional Materials
IIAA, Textbook Selection and Adoption
IIAC, Library Materials Selection and Adoption
INB, Teaching About Controversial Issues
KL, Public Complaints
KLD, Public Complaints About District Personnel

CITIZEN'S REQUEST FOR RECONSIDERATION OF
LIBRARY/CURRICULUM MATERIALS

Type of material (book, film, pamphlet, etc.) _____

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____

Telephone _____

Complainant represents: Self _____

Organization _____

Other _____

1. To what do you object? (Be specific, cite pages, frames) _____

2. What do you believe might be the result of reading or seeing this material? _____

3. For what age group do you recommend this material? _____

4. Is there anything good about this material? _____

5. Did you read or see the entire material? _____

What parts? _____

6. Are you aware of the judgment of this material by professional critics? _____

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

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

Do not assign it to my child.

Withdraw it from all students as well as my child.

Restrict it to more mature students.

Send it back for re-evaluation.

Signature of Complainant

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

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

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

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

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 121.22
149.43

CROSS REFS.: BDC, Executive Sessions
BDDH, Public Participation at Board Meetings (Also KD)
GBL, Personnel Records
KL, Public Complaints
KLB, Public Complaints About the Curriculum or Instructional Materials

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

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

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

(Approval date: August 19, 1991)

(Re-approval date: March 19, 2001)

(Re-approval date: October 18, 2004)

(Re-approval date: October 10, 2011)

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 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 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.36; 3313.47

CROSS REFS.: AE, School District Goals and Objectives
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 fund-raising 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.

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 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3313.20; 3313.47

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