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SECTION K: SCHOOL-COMMUNITY RELATIONS

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SCHOOL-COMMUNITY RELATIONS GOALS

The Board, in an effort to ensure and enhance the possibilities for excellence in the education of children in a free society, presents and endorses this statement of policy on school-community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the District, and never any stronger; and (c) the support of the people must be based upon their knowledge of, their understanding about and their participation in the aims and efforts of the school system.

The Board therefore affirms its commitment to:

1. use all available channels of communication in informing District citizens about the policies, programs, problems and planning of the school system;
2. recognize the right of the news media to inquire, research and report to the public information about the school system and to assist the media in so doing;
3. conduct all of its business in public sessions except for those matters to be discussed in executive session in compliance with the Open Meetings Act (Sunshine Law) and
4. invite and encourage the advice and counsel of District citizens at all times and to facilitate this by scheduling public hearings when required and by the establishment of District advisory committees.

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-02; 3301-35-04

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

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building director 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 neither the records nor the information in them will be used for commercial purposes.

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

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

[Adoption date: May 16, 2002]

[Re-adoption date: August 16, 2007]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

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

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

NEWS RELEASES

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

[Adoption date: September 17, 2015]

[Re-adoption date: September 17, 2015]

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

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

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: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: U.S. Const. Amend. I

ORC 121.22

2911.21

2917.12

2921.31

3313.20(A)

CROSS REFS.: BD, School Board Meetings

BDDH, Public Participation at Board Meetings (Also KD)

TAX ISSUES

The Board 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. To promote community support, a citizens' committee for better schools may be formed.

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

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.

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: September 16, 2010]

[Re-adoption date: September 17, 2015]

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

CROSS REFS.: AD, Development of Philosophy of Education
BCE, Board Committees

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted five minutes until the total time of 15 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.

Opportunities shall be given to the public to address regular or special meetings of the Board; however, the Board shall not be obligated to consider the problem or request of a petitioner unless the matter has been sent to each individual member of the Board or the Superintendent of the school in writing at least 48 hours in advance of the meeting, excluding Sundays and legal holidays.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings.

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 121.22(C)
3313.20(A)

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings

COMMUNITY INSTRUCTIONAL RESOURCES
(Customer Services)

Helping each student develop to his/her full potential and to become a citizen contributing to the welfare of this community is an important objective of this 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 young people.

One of the major purposes of a career-technical school is to provide the youth of the District the opportunity to learn job entry-level skills in any one of many possible careers. For students to fully develop these skills they need practical experience; thus, to the extent that it provides needed practical learning experiences, the District will permit students to do customer service work at a minimal shop fee under conditions prescribed by the Superintendent and staff.

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: DFG, Income from School Shop Sales and Services
GBQ, Criminal Records Check

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

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

Authorization for use of school facilities shall not be considered as endorsement of, or approval of, the activity group or organization, nor the purposes they represent.

[Adoption date: August 20, 1992]
[Re-adoption date: May 16, 2002]
[Re-adoption date: September 16, 2010]
[Re-adoption date: September 17, 2015]

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

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

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

The premises of the Vanguard-Sentinel Career and Technology Centers shall be available for use by the public and groups affiliated with school programs as a community service.

Vanguard-Sentinel Career and Technology Centers premises may be used by groups upon application and approval of the Superintendent/designee within the following guidelines.

1. As a community service, the Board shall provide premises for use by community groups and local organizations within the limits of State law.
2. Application should be received at least one week prior to usage.
3. No smoking is allowed. No alcoholic beverages or drugs are allowed anywhere on school premises. (Violators shall be prosecuted.)
4. Laboratory areas are to be used only for educational purposes under the supervision of Vanguard-Sentinel personnel (i.e., adult education, seminars, workshops, etc.).
5. Application for and supervision of the group must be by a responsible adult.
6. Normally, the premises are available only during the hours of 3:00 p.m. until 10:00 p.m. on a space available basis, Monday through Friday. Extra charges are made for custodial care if requested at other times.
7. The right to reject any or all applications is reserved.
8. There shall be no charge to school-related groups who are part of the Vanguard-Sentinel Career and Technology Centers. There is no charge for community groups or organizations that are nonprofit and do not charge participating individuals.
9. There is a rental charge for community groups or organizations that collect fees, tuition or otherwise charge participants and such groups are required to have a public liability policy. Liability insurance coverage shall be requested from all groups that are required to pay rent.
10. Kitchen facilities are to be used only by Vanguard-Sentinel food service personnel.
11. When meals are requested, the rental of either the cafeteria, Satellite Room or Commons shall be included in the price of the meals.

[Approval date: August 20, 1992]
[Re-approval date: October 16, 1997]
[Re-approval date: May 16, 2002]
[Re-approval date: September 16, 2010]
[Re-approval date: September 17, 2015]

PUBLIC CONDUCT ON SCHOOL PROPERTY

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

No person on District property will assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District employees or students at any time.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnance 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 director. The administration cooperates in any prosecution pursuant to the criminal laws of the state and local ordinances.

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: June 16, 2005]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

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 Premises (Equal Access)

KGC, No Tobacco Use on District Property

KK, Visitors to the Schools

NO TOBACCO USE ON DISTRICT PROPERTY

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

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

For the purpose of this policy, electronic cigarettes are considered “tobacco.”

Tobacco Use Prohibited

No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds or parking lots.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings and administrative spaces. District vehicles will display the international “No Smoking” insignia. Announcements will be made at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Enforcement

Citizens failing to comply with this policy are educated as to State law and the Board's policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

[Adoption date: May 16, 2002]

[Re-adoption date: June 16, 2005]

[Re-adoption date: August 16, 2007]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

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, No 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.

Gifts of major pieces of equipment to be used in a vocational instructional program shall be entered on equipment inventory and handled as all other equipment with regard to use, repair, maintenance and ultimate disposal.

Gifts of supply items, other types of consumable instructional items or materials shall be used the same as purchased items by the department for which they were donated.

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

[Adoption date: August 20, 1992]
[Re-adoption date: May 16, 2002]
[Re-adoption date: June 16, 2005]
[Re-adoption date: September 16, 2010]
[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 9.20
3313.17; 3313.36

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

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 fundraising activity authorized by the Superintendent or other appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the director'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: June 16, 2005]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 2921.43
3319.321

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

ADVERTISING IN THE SCHOOLS

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent. All notices, including those by personnel, shall be approved by the building director and, in case of doubt, by the Superintendent.

[Adoption date: June 16, 2005]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3313.20; 3313.47

CROSS REF.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)

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 and graduations.)

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

Directors 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: June 16, 2005]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REF.: ORC 3313.20(A)

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

RECRUITERS IN THE SCHOOLS

All recruiters, employment, charitable and educational, are treated uniformly in the conduct of on-campus student recruitment. Scheduling of recruiting visits to the District is announced to the student body in advance. The District provides at least two opportunities per school year for recruiters to present information in person to all students in grades nine through 12, individually or in a group setting.

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

In order to maintain the privacy of its 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.

[Adoption date: June 16, 2005]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

[Re-adoption date: January 17, 2019]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
20 USC 7908
Family Educational Rights and Privacy Act; 20 USC Section 1232g
National Defense Authorization Act: 10 USC 503: (P.L. No. 107)
ORC 149.41; 149.43
1347.01 et seq.
3313.471
3317.031
3319.32; 3319.321
3321.12; 3321.13
3331.13

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

PUBLIC COMPLAINTS

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

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

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

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

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

[Adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

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

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

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 121.22
3329.07; 3329.08; 3329.09

CROSS REFS.: IIA, Instructional Materials
IIAA, Textbook Selection and Adoption
KL, Public Complaints
KLD, Public Complaints About District Personnel

CITIZEN'S REQUEST FOR RECONSIDERATION OF
LIBRARY/CURRICULUM MATERIALS

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

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____

Telephone _____

Complainant represents: Self _____

Organization _____

Other _____

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

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

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

4. Is there anything good about this material? _____

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

What parts? _____

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

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 reevaluation.

Signature of Complainant

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

Complaints about personnel are investigated fully and fairly. Before any such complaint is investigated, it may be asked to 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: September 16, 2010]

[Re-adoption date: September 17, 2015]

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

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the building director 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 director or other supervisor of the person criticized, the director 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 director 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: September 16, 2010]

[Re-approval date: September 17, 2015]