

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
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	Smoking on 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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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

CROSS REFS.: AE, School District Goals and Objectives
AFA, Evaluation of School Board Operational Procedures (Also BK)
KBA, Public's Right to Know

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

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

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

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released 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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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

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

NEWS RELEASES

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

[Adoption date: October 20, 1997]

[Re-adoption date: October 15, 2012]

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 which 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 which are of concern to only one school, or to an organization of one school, are the responsibility of the principal of that particular school.
4. The Board expects the administration to maintain a vital and effective link with the media sources of the community. This includes a variety of forms and forums. This effort is directed by the Board President or his/her designee.

(Approval date: October 20, 1997)

(Re-approval date: October 15, 2012)

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 20, 1997]

[Re-adoption date: October 15, 2012]

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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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

File: KC (Also ABA)

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
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 five 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. Noted at the front of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings.

[Adoption date: October 20, 1997]

[Re-adoption date: October 15, 2012]

LEGAL REFS.: ORC 121.22
3313.20

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

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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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.

Community members should contact the District for rules and guidelines for the use of school facilities, including public use of the walking track.

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

[Adoption date: October 20, 1997]

[Re-adoption date: October 15, 2012]

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)

Although the basic purpose of public school facilities is to provide the youth of the community a sound education program, the complete function of education is not achieved until the school facilities are made to serve the total community.

Use of District Facilities

The Board encourages the proper community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted to the Board for building services and maintenance. Therefore, the following regulations have been established:

1. Application for and Approval of Building Permits

Written permits for the use of any school building by any group outside the regular school program shall be required yearly. Application shall be made to the Superintendent or his/her designee who shall consider the proper use of the permit in accordance with Board policy, arrange in advance of the requested date(s) for necessary services, and establish equitable charges for the same based upon the schedule of fees approved by the Board. Decisions regarding the approval of building permits will be reviewed yearly by the Superintendent or his/her designee in accordance with the considerations contained in the regulation.

- 2, Applications for permits for the use of school facilities must satisfy the Superintendent, or his/her designee, in a personal interview, if requested, that they are responsible persons and/or officially represent responsible organizations; that they will underwrite any damages due to their use of the premises; that they will not have a program unsuitable for presentation in a public school; and that the activity is lawful and in conformity with the regulations of the Board. No permit shall be issued except upon satisfactory assurance that the use of the school facilities will be under the supervision of a person or persons known to be responsible and to be competent to supervise procedures and/or guidelines listed on the permit.

3. Priorities for Use of School Facilities

- A. Curricular activities of the District, related directly to the required instructional program (Parent/Teacher Conference Nights, Normal Curricular functions, Open Houses, etc.).
- B. Cocurricular and other activities sponsored directly by the District.

- C. Activities and functions of school-related groups (e.g. PTO's, Boosters, Community Education Groups).
- D. Other established community organizations (e.g., civil service, village meetings, community youth organizations).
- E. Governmental bodies or agencies.
- F. Groups of District residents.
- G. Additional uses as approved by the Superintendent.

This priority ranking shall be enforced when more than one activity is requesting the same time period. No facilities will be reserved based on past practice.

4. Eligibility for Use of School Facility

Rules to Determine Eligibility

- A. At least 50% of the participating or sponsoring group's personnel should live in the District.
- B. The applicant organization should be a nonprofit, civic, fraternal or religious organization.
- C. The applicant organization should be located in the District.
- D. The responsible supervisor of the participants is at least 21 years of age.

The above rules do not apply to functions directly sponsored by the schools that are either related to the regular curriculum or to cocurricular activities. Similarly, the Superintendent may relax these rules for functions that directly parallel the interests of the schools. Examples of this would be athletic or cultural events that directly supplement the curriculum and cocurricular and cocurricular activities of the school system.

Definition of School and Community Organizations – Levels 1, 2, 3, 4

- 1. In-School Organization: any group with student membership that is established by students and/or school employees in the District to meet the goals of curricular or extracurricular programs. A teacher or other designated adult must be in attendance to coach, direct or supervise the activity when the organization is using the school facility. (Such groups might include, but not be limited to: Spanish Club, National Honor Society, Student Council, athletic teams or school music groups.)

2. School-Related Organization: any adult organized group that functions for the sole purpose of giving support to the official school program and operated with the approval of the Board. (Such groups might include, but not be limited to: parent-teacher organizations, booster clubs or alumni association.)
3. Community Groups serving school-age children or community in general, whose majority membership consists of District residents: (scouting organizations, recreation programs, church youth groups, Rotary Club, or Chamber of Commerce).
4. Nonschool/Commercial Groups or Organizations. Such groups might include but not be limited to (Churches, Permanent Business Ventures, Youth Athletic Program).

Restricted Uses

No school building or grounds shall be used for the following purposes:

1. For commercial or personal gain except as follows:
 - A. Private classes for the instruction of school-aged children that are deemed as suitable supplements to the regular instructional programs of the schools. Examples of such instruction are private music lessons and enrichment programs.
 - B. Activities that are designed to provide a student service and are sponsored by a school-related or other non-profit organization, i.e., book fairs, picture days, activity sales that result in income to the sponsoring organization.

In order that the foregoing restrictions may be effectively enforced, the applicant for any permit for an activity other than a school activity which involves the receipt of money shall set forth in writing, as a part of the building permit, the nature and schedule of charges or other receipts and the anticipated use or uses of the proceeds and shall subsequently furnish a report to the Superintendent or his/her designee setting forth the amount, nature and disposition of the receipts.

Processing Building/Facility Rental Application

1. Application forms are available in each building in the District. The application of a group for permission to use a school building or facilities will be filed with the building supervisor at least two weeks prior to the date of the proposed use.
2. There are separate application forms for groups in Level 4. Please reference other portion of policy in Level 4.
3. Applications requiring multiple dates shall include an attached comprehensive list of all dates and times.

4. An acceptable certificate of insurance in an amount not less than \$1,000,000 must accompany the completed application for all Level 4 participants. The renter of the facility shall indemnify the Board, its members and employees and hold harmless from and against all expenses, liabilities, claims, suits or judgments arising out of or connected with the renter's use of the facilities.
5. There are two levels of review in the application process:
 - A. The building supervisor receives the completed application and accompanying documentation, and then references the District calendar for scheduling conflicts before sending the non-conflicting application to the Superintendent.
 - B. The Superintendent involved makes the decision to approve or deny the request, then returns the application to the building supervisor who notifies the necessary staff.
6. Applications of organizations with a history of noncompliance to building use regulations and/or school policies shall be denied. Those organizations that have damaged school facilities during prior usage will also be denied.
7. Full payment of all rental fees and associated charges must be made to the Treasurer or the Board by completion of use of facilities or as deemed appropriate by the Superintendent.

Terms and Conditions

1. No public event shall infringe upon or interfere with the regular programs of the school. Facilities may not be available.
2. Only the Board may pay Board employees for services in connection with the use of school facilities.
3. Permission to use school facilities is not transferable.
4. The Board or its representatives shall have free access to all rooms at all times.
5. School rules/regulations must be followed.
6. Use of alcoholic beverages or controlled substances in the building or on the premises (including parking lots, athletic fields, stadium and concession stands) are forbidden by the Board.

7. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be canceled or postponed. Cancellation or postponement will be at the discretion of the appropriate building/facility manager.
8. Only authorized school personnel may handle electrical or heating/air conditioning controls or lighting/sound/stage equipment.
9. The kitchen may only be used by a group if arrangements are made to have one of the regular food service workers present.
10. Smoking is prohibited in school buildings.
11. Reminder, all food and drinks are to be confined to designated areas.
12. Organizations or groups are required by law to be responsible and pay for any damage done over and above the ordinary wear of school property.

Insurance Coverage and/or Security

1. Groups must present to the District Certificates of Insurance verifying:
 - A. Liability coverage in an amount not less than \$1,000,000, covering participant and spectator injury and/or death; and errors/omissions of members of said group. (Reference: Processing Building Facility Rental Application on page 3). The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages that might be done to any property, equipment or grounds.
2. If police protection or a campus supervisor is deemed necessary by school officials, it shall be the responsibility of the organization engaging the building, or part thereof, to arrange to have such service provided at lessee's expense.
3. Youth organizations using the buildings and facilities must be supervised by an adequate number of adult sponsors to ensure proper care and use of school property.
4. All properties NOT belonging to the school system are to be removed after the last performance or close of activity. Other arrangements for removal will be considered upon request.
5. The weight room is currently available to high school students only, under the supervision of an assigned Strength Coach. College athletes who are currently involved in off-season training and are graduates of Blanchester High School may be allowed access to the weight room with written approval of the Athletic Director.

Other individuals or groups making a request for use of this area must submit a written request to the building supervisor, who will forward the application to the Athletic Director. The Athletic Director will bring such requests to the Superintendent for consideration. Such requests can only be approved upon the recommendation of the Superintendent.

Cancellation

Any permit issued for community use of school property shall be subject to cancellation if the facilities are needed for use by the school. The privilege of cancellation shall be used only in emergencies.

RENTAL OF FACILITIES TO NONSCHOOL.COMMERCIAL
GROUPS AND OTHER ORGANIZATIONS
As Applied to Long-Term Contracts
(LEVEL 4)

*Facilities may not be available in July or August due to maintenance and cleaning schedules.

1. Long-Term Qualifications for Use

Applicants applying for use of school facilities should be in the process of preparing for a permanent location. Written verification of the following shall accompany the application:

- Deed or sales agreement for the purchase of land
- Building plans
- Proof of financing
- Proof of \$1,000,000 liability insurance

Applications will not be considered unless these four documents are attached or waived by Board special action.

2. Processing Building/Facilities Use Applications for the Purpose of Rental of Facilities to Nonschool/Commercial Groups and Other Organizations:

- A. Special application forms are available in each building in the District, as well as the Board office. It is suggested that the representative of the interested group call the building supervisor to verify that an area is available. The completed application of such a group should be filed with the building supervisor at least one month prior to the date of proposed use. The one-month period may be waived at the discretion of school authorities in the case of a natural disaster (tornado, fire and flood).
- B. There are two levels of review in the application process:
- 1) The building supervisor receives the completed application and accompanying documentation, and then references the District calendar for scheduling conflicts before sending the non-conflicting application to the Superintendent.
 - 2) The Superintendent involved makes the decision to approve or deny the request, then returns the application to the building supervisor who notifies the supervisors whose staff may be required.

- C. Any group that has a history of noncompliance to building use regulations and/or school policies shall be denied. Groups who have damaged school facilities during prior usage will also be denied.
- D. Full payment of the rental price shall be made to the Treasurer of the Board within 30 days of billing.

3, Terms and Conditions of Level 4

- A. NO overnight rentals will occur.
- B. Furniture will NOT be relocated from other portions of the building.
- C. In long-term contracts, facilities are NOT available for revivals, association meetings or state conventions.
- D. All terms and conditions of the general form apply.
- E. Liability coverage in an amount not less than \$1,000,000, covering participant and spectator injury and/or death; and errors/omissions of members of said group.

(Approval date: October 15, 2012)

**BLANCHESTER LOCAL SCHOOL DISTRICT
APPLICATION/LEASE OF DISTRICT FACILITIES**

Please complete all information and return:

Section One – Application (to be completed by lessee)

Name of Organization (Lessee)		Application Date:	
Address of Organization:			
Name of Representative:		Phone:	
Type of Event:		Attendance Expected:	
Date(s) of Event:		Time:	End:
Other Information:			

<i>I have received, read, and understand the "Use of Facility" policy for BLSD. I understand that the renters have access only to areas designated in this agreement.</i>			
Signature of Requestor		Date	

Location of Facility (Check all that apply)

High School Middle School Intermediate School Putnam Elementary

Other:

--

Facility Needed (Check all that apply)

Classroom Auditoria/Cafeteria Media Center Weight Room
 Gym Tennis Court Outdoor Track Kitchen
 Parking Lot Outdoor Athletic Field Specify Field Needed _____
 Additional Equipment Needed _____ # Chairs _____ # Tables Other _____

Staff Needed (Check all that apply)

Custodian Food Service Event Manager Other _____

Section Two – Approved (to be completed by office)

Anticipated Facility Rental Fee _____	Proof of Liability Insurance _____
Estimated Custodial Charge _____	Required _____
Estimated Food Service Charge _____	Proof Attached _____
Estimated Event Manager Charge _____	Not Required _____
Estimated Other Charges _____	Explanation of Other Charges _____

Total Estimated Charges _____	

Recommended for Approval
 Recommended for Approval with Conditions _____
 Recommended by _____ Date _____

Approved
 Approved with Conditions _____
 Denied
 Superintendent's Office Approval by _____ Date _____

Blanchester Local School District, Blanchester, Required parameters are missing or incorrect.

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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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

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

SMOKING ON DISTRICT PROPERTY

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

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

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

[Adoption date: October 20, 1997]

[Re-adoption date: October 15, 2012]

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

CROSS REFS.: GBK, Smoking on District Property by Staff Members
JFCG, Tobacco Use by Students
KGB, Public Conduct on 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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments 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: October 20, 1997]

[Re-adoption date: October 15, 2012]

LEGAL REFS.: ORC 2921.43
3319.321

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

ADVERTISING IN THE SCHOOLS

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

[Adoption date: October 20, 1997]

[Re-adoption date: October 15, 2012]

LEGAL REFS.: ORC 3313.20; 3313.47

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

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 15, 2012]

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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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 which 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 15, 2012]

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

Blanchester Local School District, Blanchester, **Required parameters are missing or incorrect.**

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, the 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 the Board must be in writing and are expected to be specific in terms of the action desired.

[Adoption date: October 20, 1997]

[Re-adoption date: October 15, 2012]

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

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

[Adoption date: October 20, 1997]

[Re-adoption date: October 15, 2012]

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: October 20, 1997]

[Re-adoption date: October 15, 2012]

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
Classified 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, which includes or implies a demand for action by District authorities. Other comments and suggestions are referred informally to appropriate personnel.

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

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

(Approval date: October 20, 1997)
(Re-approval date: October 15, 2012)

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 15, 2012]

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

Blanchester Local School District, Blanchester, **Required parameters are missing or incorrect.**

RELATIONS WITH BOOSTER ORGANIZATIONS

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

Annually, booster organizations must submit to the Superintendent/designee their tentative goals, objectives, projects and/or activities along with their fundraising plans for the next school year and any changes made during the school year for review by the Board.

The Board retains final authority over all plans, projects and activities involving District students.

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

1. Booster organizations should not use the school's tax ID number.
2. Booster organizations should not accept checks made out to the school and vice versa.
3. District officials should not have a leadership role in booster organizations.
4. Fundraising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.
5. Documentation on ownership of property and fundraising activities is required.
6. The use of the District name and emblems must be authorized.
7. Booster organizations must submit their bylaws as well as quarterly reports on income, expenses and balance sheets to the Superintendent for review and approval.

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 15, 2012]

File: KMB

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