

SECTION K: SCHOOL-COMMUNITY RELATIONS

KA SCHOOL-COMMUNITY RELATIONS GOALS

KBA PUBLIC'S RIGHT TO KNOW

KBCA NEWS RELEASES

KBCA-R NEWS RELEASES

KG COMMUNITY USE OF SCHOOL FACILITIES

KG-E COMMUNITY USE OF SCHOOL FACILITIES

KG-R COMMUNITY USE OF SCHOOL FACILITIES

KGB PUBLIC CONDUCT ON DISTRICT PROPERTY

KGC SMOKING ON DISTRICT PROPERTY

KH PUBLIC GIFTS TO THE DISTRICT

KH-R PUBLIC GIFTS TO THE DISTRICT

KI PUBLIC SOLICITATIONS IN THE SCHOOLS

KI-E

KK VISITORS TO THE SCHOOL

KKA RECRUITERS IN THE SCHOOLS

KL PUBLIC COMPLAINTS

**KLB PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR
INSTRUCTIONAL MATERIALS**

**KLB-E PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR
INSTRUCTIONAL MATERIALS**

KLD PUBLIC COMPLAINTS ABOUT THE SCHOOL PERSONNEL

**KLD-R PUBLIC COMPLAINTS ABOUT THE SCHOOL PERSONNEL
REGULATIONS**

KMA RELATIONS WITH PARENT ORGANIZATIONS

SCHOOL-COMMUNITY RELATIONS GOALS

Public education can be assisted by the establishment of public relations and school communications programs based on the following principles:

1. A public relations program should be a planned, systematic, two-way process of communication between the school district and the public.
2. A public relations program should be many-faceted and should include a variety of media to effectively communicate with citizens of the district.
3. Public relations and communications, to be effective, must be a planned program with involvement, feedback, and opportunities.
4. Communications must be internal as well as external and must stress the dissemination of factual, objective and realistic data about the district.
5. Public relations and communication must be dynamic and sensitive to change as determined by events and evaluation of the program.

Adopted 3/14/88

Adams County/Ohio Valley School District

PUBLIC'S RIGHT TO KNOW

The board supports the right of the people to know about programs and services of their schools and shall make every effort 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 to be coordinated by the Superintendent.

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

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

Each Board member attends public records training every term for which he/she is elected to public office. The Board may by resolution designate one or more persons to attend public records training on its behalf. If so decided, the Board designates a designee every two years. If a new Board member is appointed to office, the Board designates one or more persons as the District designee or requires the newly appointed Board member to attend public records training.

All records responsive to the request are made available within 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 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 as to the reason for the denial of the request. The explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The District may ask that the requester's identity and 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 also may 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 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. The Superintendent/designee transmits the information sought by mail or any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

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

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

Legal ref: Family Educational Rights and Privacy Act; 20 USC, 1232g
ORC 121.22
149.43
3319.321
OAC 3301-35-03; 3301-35-04

Cross ref: BDC- EXECUTIVE SESSIONS
BDDG, MINUTES
GBL- PERSONNEL RECORDS
GBS, HEALTH INSURANCE PORTABILITY AND ACCOUNTBILITY
(HIPPA)
JO- STUDENT RECORDS
KA, SCHOOL – COMMUNITY
KKA, RECRUITERS IN THE SCHOOLS

Revised & Adopted: 11/19/2007
Revised & Adopted: 9/24/07
Revised & Adopted: 3/26/07
Revised & Adopted 4/28/03
Adopted 3/14/88

NEWS RELEASES

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

Legal Ref. OAC 3301-35-03(J)

Cross Refs. EBD, Crisis Management
EBDA, Suicide Intervention

Revised & Adopted 6/25/01
Adopted 3/14/88

Adams County/Ohio Valley School District

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.

Adopted 6/25/01

Adams County/Ohio Valley School District

COMMUNITY USE OF SCHOOL FACILITIES

Recognizing that the school facilities are publicly owned, the Adams County/Ohio Valley Board of Education may allow the use of school facilities by students, citizens and various community organizations for their special activities whenever possible. However, the Board of Education has the responsibility of maintaining the buildings in acceptable condition for the educational program, of requiring that money budgeted for educational purposes not be used for non-educational activities, and of insisting that reasonable regulations be established and applied.

The district may rent or lease facilities to a public or nonpublic university for the use of evening and summer classes.

Definition of groups which may request use of school facilities:

1. Group A – includes all local school organized groups and organizations, such as FFA, FHA, PTO, school booster groups, drama clubs, alumni associations, etc. If an organization needs a custodian/cook the organization will incur the cost based on building usage agreement/contract.
- 2 Group B – includes all non-profit community groups, such as Lions Club, Rotary, hospital auxiliaries, American Legion, political groups, public service groups, (Religious organization, Car clubs, etc), Pee Wee Sports, 4-H, Scouts, Knothole baseball, individuals, any group not listed above for fund raising events, etc.
3. Group C - All non school related fund raising events.

The use of school facilities by the community shall be governed by law and the rules and regulations of the Board of Education. The school facilities shall be made available for use by groups of citizens or responsible organizations, with the understanding that such use shall not be permitted to interfere with the regular school program. If it is subsequently determined that the facility is needed for a school activity, any permit issued for community use of school property shall be subject to cancellation. Such action would be taken only when necessary and always with regard to the desire of the Board of Education to encourage the use of school facilities by the citizens of the community whenever not needed for school-sponsored activities.

Whenever it will not interfere unduly with the regular program of the schools, the school facilities may be used for any meeting, program, entertainment, or other activity sponsored by the school authorities. All others using the facilities will be required to pay total usage fee prior to using any facility.

Any facility usage which is not a part of the regular school program or an activity sponsored by the school shall require a building usage permit. 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 competent to supervise the proposed program of

Adams County/Ohio Valley School District

activities. Any permit which has been transferred to any person or group other than the one to whom issued shall be void. Facility request/rental agreements are available in each school building office.

The principal shall be responsible for forwarding to the Treasurer's office the signed facility request/rental agreement, and the usage fees prior to the facility being used. The Treasurer's office will deposit receipts into the general fund, and credit the building expense and/or district budgets accordingly.

Legal ref.: ORC 3311.215
3313.75-79

Cross ref.: ECA – BUILDINGS AND GROUNDS SECURITY

Revised & Adopted: 12/15/11
Revised & Adopted: 6/27/2011
Revised & Adopted: 11/23/2009
Revised & Adopted: 11/20/2006
Revised & Adopted 9/23/02
Revised & Adopted 1/26/98
Adopted: 3/14/88

COMMUNITY USE OF SCHOOL FACILITIES

Building usage fees shall consist of a rental fee and an employee labor fee, and shall be assessed as follows: **On a per hour basis.**

BUILDING RENTAL FEES Per Hour:

Meeting:

GROUP A	CLASSROOM	MULTI-PURPOSE	GYMNASIUM	KITCHEN
A	no charge	no charge	no charge	no charge

GROUP B	MULTI-PURPOSE	GYMNASIUM	KITCHEN
B			
Elementary			
Per Hour	\$25.00	\$25.00	\$20.00
High School & CTC			
Per Hour	\$40.00	\$40.00	\$20.00

Fund raiser:

GROUP C	CLASSROOM	MULTI-PURPOSE	GYMNASIUM	KITCHEN
C	n/a	\$80.00	\$80.00	\$40.00
Elementary				
Per Hour	n/a	\$80.00	\$80.00	\$40.00
High School & CTC				
Per Hour	n/a	\$80.00	\$80.00	\$40.00

Cook/custodial charge follow chart below:

Cook:	M-F \$15.00 per hour	Saturday \$23.25 per hour	Sunday \$31.00 per hour
Custodial:	M-F \$16.30 per hour	Saturday \$24.45 per hour	Sunday \$32.60 per hour

Monday thru Friday pay based on 40 hour week.

EMPLOYEE LABOR FEES:

At the High Schools and CTC, there will be no school employee labor charge if the group has an employee of the Board of Education willing to volunteer to supervise the facility. Otherwise a fee must be paid for the service of a school employee which includes the average hourly rate, retirement, Medicare and Workers Compensation contributions which reflects the school district's share of these costs.

At the Elementary buildings, due to the high level of technology and the complexity of the building systems, a custodian may be required at least part of the time on weekends, vacation breaks, etc. when a custodian would not otherwise be on duty. Fees must be paid to cover

Adams County/Ohio Valley School District

services of the custodian/cook. Fees will include the average hourly rate, retirement, Medicare and Workers Compensation contributions which reflects the school district's share of these costs.

Extra custodial or kitchen help may be required and fees paid in accordance with classified contract. Fees will include the employee's hourly rate; retirement, Medicare and Workers Compensation contributions which reflects the school district's share of these costs.

Adams County/Ohio Valley School District Facility Rental Agreement
141 Lloyd Road West Union, Ohio 45693 Phone: 937-544-5586 Fax: 937-544-3720

Event/Activity _____ Date: _____

Beginning Time: _____ Ending Time: _____ Number of people: _____

Equipment/Items Needed: _____ Rooms Requested: _____

FEES:	PRE-PAID FEES:	BALANCE DUE:	Personnel Assigned:
Cafeteria: _____	_____	_____	_____
Room: _____	_____	_____	_____
Kitchen: _____	_____	_____	_____
Custodial: _____	_____	_____	_____
Cook: _____	_____	_____	_____

INHERENT TERMS

NOTE: The use of all school facilities and grounds must be confirmed.

1. APPLICATION FORMS - Available at the school building offices. Before completing request forms, please check available dates by calling the school. The "FACILITY REQUEST/RENTAL AGREEMENT" forms must be completed and signed before the booking is confirmed.
2. PAYMENTS - Checks are to be made payable to the Adams County/Ohio Valley Schools. Payment should be made 2 weeks prior to the event unless there are extenuating circumstances.
3. CANCELLATIONS – The public school program has first priority in the use of facilities. In the event that a conflict should develop, the right is reserved to cancel the reservation at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty up to eight (8) hours in advance of beginning time. All costs incurred through tardy cancellation notification must be paid by the renter.
4. TABLES, PUBLIC ADDRESS SYSTEMS, MICROPHONES AND AUDIO-VISUAL EQUIPMENT – May be available within the schools. Additional items are not normally transported from other schools.
5. CAREER CENTER – When the Career Center is being used and a banquet is being served by the Restaurant Management class as a part of their program, there will not be a rental fee. However, any school employee (custodial or cafeteria) required to be present will be paid their regularly assigned rate including the district's share of retirement, Medicare and Workers Compensation contributions.

Adams County/Ohio Valley School District

6. PROPERTIES – Schools will not be responsible for damage or theft of renters properties left unsupervised on the premises.
7. TOBACCO - Use of Tobacco products is not permitted in buildings.
8. ALCOHOL – Alcoholic beverages are prohibited.
9. ADULT SUPERVISION – Approved adult supervision is required throughout all youth programs.
10. DAMAGES – Renters of school facilities must assume full responsibility for any damages to the property or loss of equipment.
11. PERMIT – Certain classes of entertainment require a permit, especially when there is an admission fee or donation. For details, call the police department.
12. PROHIBITIONS – Activities causing undue wear and tear to school properties, such as vehicular activities, fastening of apparatus, marching units in some areas, or potentially disorderly occupancy are prohibited. Food and beverages are confined to designated areas.
13. INSURANCE – Special events will require the renter to provide insurance. The renter shall be legally responsible for all claims by a person or persons filing claims for any personal injury, property damage or loss on school grounds or in the school building during the period the school facilities are being rented.
14. SECURITY – Shall be provided for any activity deemed necessary by the principal. Renter shall be responsible for providing for local or county authorities.
15. EMPLOYEES – There will be no school employee labor charge if the group has an employee of the Board of Education willing to volunteer to supervise the facility. Otherwise a fee must be paid for the service of a school employee in accordance with classified contract. Fees will include the employee’s hourly rate; retirement, Medicare and Workers Compensation contributions which reflects the school district’s share of these costs.
16. HOLIDAYS/SUNDAYS – Facilities shall not be used on a continuing basis by groups on legal holidays, Sundays, or school vacations without permission of the Superintendent or designee.
17. EVENING USE – In general, evening use of school facilities should conclude by 10:00 p.m.
- 18. All fees will be paid in advance.**
19. SPECIAL CIRCUMSTANCES – The Superintendent or designee shall be authorized to make the facilities available without charge to non-school organizations which benefit the Adams County/Ohio Valley Schools community. Estimate/actual charges may be appealed to the Superintendent prior to payment.
20. NO RED/PURPLE beverages, INCLUDING PUNCH, popsicles, etc. on carpeted areas.
21. Use of the kitchen and serving line must be approved by the Child Nutrition Supervisor or designee.

The undersigned accepts full responsibility for condition of the used facilities and agrees to pay for all damages or loss not the result of normal use as well as regular charges pursuant to the fee schedule.

Name of Individual and Organization

Address

Phone Number

Signature of Individual/Organization Representative

Date

Principal Authorizing Use

Date

Child Nutrition Supervisor

Date

Adams County/Ohio Valley School District

COMMUNITY USE OF SCHOOL FACILITIES

The following procedure shall govern all activities or organizations that make use of school facilities:

The public school program has first priority in the use of facilities. In the event of a conflict, the board reserves the right to cancel the reservation at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty up to eight (8) hours in advance of the scheduled time. (All costs incurred through tardy cancellation must be paid by the renting organization.) Application forms are available at the administration office, and at each school office. Before applications are submitted, available dates must be confirmed. The "Facility Request/Rental Agreement" forms must be completed and signed before the booking is confirmed. Requests for the use of facilities shall be made on the required forms to the building principal at least two weeks in advance. Approval of requests shall be the responsibility of the building principal. When a request is denied, it may be appealed by the organization to the superintendent or his designee.

All rental and personnel fees shall be paid directly to the Adams County/Ohio Valley School Board of Education. All fees must be paid in advance prior to the date/event reserved. When more than one facility is used, rental fees will accrue. Personnel will not be added except by necessity. Costs for damages will be billed from and paid in the district office through the treasurer of the school district. Checks are to be made payable to the Adams County/Ohio Valley Schools. Bills will be rendered from the Treasurer's Office within sixty (60) days of the activity and payment must follow within fifteen days of the billing date. Tables, public address systems, microphones, and audio-visual equipment may be available within the schools. Additional items are not normally transported from other schools.

When the OVCTC school is being used for a banquet, which is served by the food service or home economics class as a part of their program, there will not be a rental fee. However, any school employee required to be present will be paid his/her regular rate.

Organizations renting school facilities must assume full responsibility for any damage to or loss of property. Schools and/or the Board of Education shall not be responsible for theft of or damage to property belonging to the renting organization if left unsupervised on the premises. Approved adult supervision is required for all youth groups.

An employee of the Board of Education must be on duty whenever school facilities are used. Security shall be provided for any activity deemed necessary by the principal. Use of the kitchen and serving line must be approved by the Child Nutrition Supervisor or designee. A district employed cook must be present at the expense of the individual or organization as per classified contract and/or average rate in accordance with board policy for building usage. The renting organization shall be responsible for providing local or county authorities. An approved floor mat or tarp may be required to protect the gym floor. The cost of such shall be the responsibility

Adams County/Ohio Valley School District

of the renting organization. Activities causing undue wear and tear on school property, such as vehicular activity, groups marching in one particular area or potential disorderly occupancy are strictly prohibited.

Use of Tobacco products is not permitted in buildings. Alcoholic beverages are prohibited.

Certain classes of entertainment require a permit, especially when there is an admission fee charged or donation requested. The police department should be contacted for details. Some special event may require the renting organization to provide insurance. The renting organization shall be legally responsible for all claims for property damage or loss on school premises, or personal injury incurred while school facilities are being rented.

Facilities shall not be used on a continuing basis during legal holidays, Sundays, or school vacations without permission of the Director of Business Affairs or designee. In general, evening use of school facilities should conclude by 10:00 P.M. The superintendent or designee shall be authorized to make the facilities available without charge to non-school organizations, which benefit the Adams County/Ohio Valley School community. Estimated or actual charges may be appealed to the superintendent prior to payment.

The Board of Education or designee reserves the right to refuse any facility rental.

Revised & Adopted: 6/27/2011
Revised & Adopted: 11/20/2006
Revised & Adopted 6/25/01
Revised & Adopted 1/26/98
Adopted: 3/14/88

PUBLIC CONDUCT ON DISTRICT PROPERTY

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

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

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

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.

Legal Refs. Gun-Free Schools Act; 20 USC 8921
 ORC 2907.03
 2909.05-2909.07
 2923.1212; 2923.122
 3313.20 (A)

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

Revised & Adopted: 09/28/09
Revised & Adopted: 9/22/08
Revised & Adopted: 6/28/2004
Adopted 6/25/01

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. The Board declares all school buildings to be smoke-free.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and in all district-owned vehicles. Smoking is prohibited within 25' of the building.

Citizens caught smoking in school buildings are educated as to the Boards policy on nonsmoking; if caught smoking a second time, they are directed to leave school property.

Reference to this policy shall be posted at the entrance ways of the school buildings.

Legal Refs.: ORC 3313.20; 3313.47
3791.031
Goals 2000: Educate America Act

Cross Refs.: GBK, Smoking on District Property by Staff Members
JFCG, Tobacco Use by Students

Revised & Adopted: 6/23/08
Revised & Adopted: 7/24/2007
Adopted 6/25/01

Adams County/Ohio Valley School District

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. No gifts will be accepted until the gift and the terms of its acceptance has been reviewed by the Treasurer and Director of Business Affairs. The Superintendent will then submit the request to the Board.

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

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

The Board reserves the right to reject any gift when the conditions and stipulations connected with it deprive the Board of control of the gift or when ownership of the gift would not contribute toward the achievement of the goals of this District or when ownership would tend to deplete the resources of the District.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board and is subject to the same controls and guidelines as are other properties of the Board.

Legal Refs: ORC 9.20
3313.36; 3313.47

Cross Ref: BHD, Board Member Compensation and Expenses
FEE, Site Acquisition Procedures

Adopted: 7/28/2003

PUBLIC GIFTS TO THE DISTRICT

Gifts, grants and bequests must satisfy the following criteria:

1. have a purpose consistent with those of the school;
2. will not add to staff load;
3. will not begin a program that the Board would be unwilling to take over when gift or grant funds are exhausted;
4. would not bring undesirable or hidden costs to the school system;
5. place no restrictions on the school program;
6. will not be inappropriate or harmful to the best education of pupils;
7. will not be in conflict with any provision of the school code or public law and
8. if the donor wishes a record of the donation for tax purposes, the Treasurer, following Board acceptance of the donation, will issue a letter to the donor describing the items given to the school. School personnel shall not place a financial value on any donated item.

Adopted: 7/28/2003

Adams County/Ohio Valley School District

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. (File KI-E Approval by the Superintendent must be completed.) This policy does not prohibit any school fund-raising activity authorized by the Superintendent or other appropriate building administrator.

Salespeople may be granted the opportunity to speak to employees by making arrangements through the principal's office. Any contact with employees must be made either prior to the start or after the scheduled work day of the employee.

The school directory or lists of students and staff are not made available to any outside person or agency for a profit-making purpose.

Legal Refs. ORC 2921.43; 2921.431
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

Revised & Adopted 1/27/03
Adopted 6/25/01

PUBLIC SOLICITATIONS IN THE SCHOOLS

APPROVAL STATEMENT
(To Be Presented to Building Administrator)

_____ has reviewed Board Policy File: KI and agrees to
(Company/Representative name)

abide by all guidelines and will not conduct sales activities with employees during their paid
workday or interfere in any way with the routine operation of the schools.

_____ has been approved to arrange for sales activities with
(Company/Representative name)

building principals beginning _____ and ending _____.
Date Date

Signature of Superintendent

Date

Adopted: 1/27/03

VISITORS TO THE SCHOOLS

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

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

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings, loitering on grounds and/or creating disturbances anywhere on District property.

Legal Ref. ORC 3313.20

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

Revised & Adopted: 09/28/09
Adopted 6/25/01

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 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 accordance with House Resolution 1 districts are to provide armed forces, business, industry, charitable institutions, other employers and institutions of higher education access to names, addresses and telephone listings of students, unless the parents of students, or students 18 or over, require prior written consent. Ohio law also requires the names and addresses of students in grades 10 through 12 to be released to a recruiting officer from any branch of the United States armed forces who requests such information, unless the parent or student submits a written request not to release the data.

Legal Ref: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

20 USC 7908

Family Educational Rights and Privacy Act; 20 USC § 1232g

National Defense Authorization Act: 10 USC503: (P.L. No. 107)

ORC 149.41;149.43

1347.01 et seq.

3317.031

3319.32; 3319.321; 3319.33

3321.12; 3321.13

3331.13

OAC 3301-35-02(B) (4) (b); 3301-35-03(E)

Cross Ref: JO, Student Records

JOA, Student Surveys

KBA, Public's Right to Know

Revised & Adopted: 6/26/2006

Adopted: 11/25/02

Adams County/Ohio Valley School District

PUBLIC COMPLAINTS

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

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

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

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

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

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

Cross Refs.: KLB, Public Complaints About the Curriculum or Instructional Materials
KLD, Public Complaints About District Personnel
OVEA Master Contract

Adopted 6/25/01

Adams County/Ohio Valley School District

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

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

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

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.

2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.

A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.

B. Following receipt of the formal complaint, the Superintendent provides for a re-evaluation of the material in question. He/She arranges for the appointment of a review committee from among the faculty and community to consider the complaint.

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

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

Legal Refs.: ORC 3329.07; 3329.08; 3329.09

Cross Refs.: IIA, Instructional Materials

IIAA, Textbook Selection and Adoption

IIAC, Library Materials Selection and Adoption

INB, Teaching About Controversial Issues

KL, Public Complaints

KLD, Public Complaints About District Personnel

Adopted 6/25/01

CITIZENS 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

Adopted 6/25/01

Adams County/Ohio Valley School District

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 unless they regard a criminal or safety issue.

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

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

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

Legal ref.: ORC 121.22
149.43

Cross refs.: BDC, Executive Sessions
GBL, Personnel Records
KL, Public Complaints
KLB, Public Complaints About the Curriculum or Instructional Materials
OVEA Master Contract

Adopted 6/25/01

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

The following procedures are to ensure that a citizen complaint is given respectful attention and that the integrity of the educational program is upheld. Complaints in this regulation are 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. The following process will be adhered to unless in conflict with the collective bargaining agreement or the Ohio Revised Code.

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member immediately informs his/her supervisor of the complaint.

2. If a complaint comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint. If the complainant has already met with the employee criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing.

3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized or to his/her immediate supervisor and immediately informs both.

4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.

5. When a written complaint is received, the principal or other supervisor schedules a conference with the complainant, the person criticized and, if advisable, the department chairman or other personnel who, in the opinion of either the supervisor or the person criticized, could contribute to resolution of the problem.

6. If the complainant is not satisfied 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.

Adopted 6/25/01

Adams County/Ohio Valley School District

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 this District, the parental organization thereby shares responsibility with this 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.

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.

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.

Legal Ref: ORC 3313.20

Cross Ref: AE, School District and Objectives
 KH, Public Gifts to the District
 KI, Public Solicitations in Schools
 KJ, Advertising in the Schools

Adopted 6/25/01

Adams County/Ohio Valley School District