

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 Premises (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
KK	Visitors to the Schools
KKA	Recruiters in the Schools
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

SECTION K: SCHOOL-COMMUNITY RELATIONS
(continued)

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
KN	Relations with Governmental Authorities
KNA	Relations with Local Governmental Authorities
KNAA	Relations with Fiscal Authorities
KNAB	Relations with Taxation Authorities
KNAC	Relations with Election Authorities
KNAD	Relations with Anti-Poverty Authorities
KNAE	Relations with Housing Authorities
KNAF	Relations with Health Authorities
KNAG	Relations with Welfare Authorities
KNAH	Relations with Parks Authorities
KNAI	Relations with Recreation Authorities
KNAJ	Relations with Law Enforcement Authorities
KNAK	Relations with Fire Authorities
KNAL	Relations with Civil Defense Authorities
KNAM	Relations with Environmental Authorities
KNAN	Relations with Planning Authorities
KNAO	Relations with Zoning Authorities
KNB	Relations with County Governmental Authorities
KNC	Relations with State Governmental Authorities
KND	Relations with Federal Governmental Authorities

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: November 17, 2003]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-03(J)

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

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building 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 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 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 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.

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: November 17, 2003]

[Re-adoption date: September 24, 2007]

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

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
GBL, Personnel Records
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 problems. The Superintendent develops procedures to provide wide coverage and to coordinate publicity which enhances the image of the District.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-03(J)

CROSS REF.: EBD, Crisis Management

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: November 17, 2003)

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

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

[Adoption date: November 17, 2003]

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

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 Reappraisal and/or the Triennial Update in affected District counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: November 17, 2003]

[Re-adoption date: August 17, 2015]

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5
ORC Chapter 133
319.301
3311.21
3313.37; 3313.375
3315.07
3501.01
Chapter 5705
Chapter 5713
5715.33
5748.01 et seq.
OAC 5703-25-45 through 5703-25-49

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. developing Board policies under which the school system is to be managed;
3. establishing administrative arrangements and regulations designed to help implement these policies;
4. determining the purposes of courses of study and special services to be provided for students;
5. evaluating the extent to which these purposes are being achieved by present policies and/or
6. solving a specific problem or set of closely related problems about which a decision must be made.

The Board gives consideration to the advice it receives from individuals and community groups. Final authority for all decisions rests with the Board.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 121.22
OAC 3301-35-03(J)

CROSS REFS.: BCE, Board Committees
BCF, Advisory Committees to the Board
FL, Retirement of Facilities
IF, Curriculum Development

Plymouth-Shiloh Local School District, Plymouth, Ohio

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by the Board President.

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

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 121.22
3313.20

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
BDDC, Agenda Preparation and Dissemination

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 the community relations.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-06

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

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

[Adoption date: November 17, 2003]

[Re-adoption date: March 16, 2015]

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

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

COMMUNITY USE OF SCHOOL PREMISES (Equal Access)

General Use of Buildings and Grounds

1. When not in use for school purposes, school buildings and grounds may be used for adult education, discussion, religious, civic, social, recreational, entertainment and other such purposes that promote the general welfare of the community, including registration and polling places for voters. Permission for such use must be made according to local Board and administrative regulations as set forth in this policy.
Ohio Statute Law concerning uses of public school property shall also be satisfied in all cases. Trespassing or loitering on District grounds or in District premises is prohibited. Any use of these grounds or facilities must be for purposes of conducting District business or must have the permission of the Superintendent. Appropriate use of students or citizens of District outdoor athletic premises until dark is permitted.
2. All arrangements for use of school premises shall be made through the office of the local superintendent. Unusual requests may be referred for Board action by the Superintendent. Groups or organizations which have been refused permission by the Superintendent according to provisions of this policy may petition the Board for such use at the next regular meeting.
3. All Sunday requests must be approved by the Board.
4. Any activity or meeting which requires the presence of one or more students shall be considered a school activity and must be arranged through the office of the Superintendent.

Booking and Payment Fees

1. All activities, including class meetings, plays, games, parties and nonschool activities shall be scheduled through the office of the Superintendent. Bookings shall be made on a first-come, first-serve basis. In case of conflict which can be resolved in no other way, school-sponsored activities shall take precedent over all other events.
2. Applications must be made far enough in advance to insure proper scheduling, completion of administrative procedures, and advance payment of basic fees. No bookings should be considered complete until receipted permit is in the hands of the person in charge of the group. A minimum of one week should be allowed for such procedures. If the event is cancelled, all fees and charges paid shall be returned to the group. Basic fees due in advance include building fees, custodial fees, and food service employee fees, if applicable. Additional charges shall be billed upon receipt of custodial report following event.

3. Application for use might be signed by a responsible adult in charge of the group. Such signature confirms intent to comply with rules and regulations of the school regarding such use.
4. Upon determination of the Superintendent, the following groups may receive a fee waiver: School and student sponsored groups, school related groups, civic and community groups, and any activity that promotes a benefit to the students, staff, or community.

Rules for Kitchen Use

Use of the kitchen equipment is strictly prohibited, except by a trained food service employees. You may, however, use the bay sinks to wash any nonschool utensils provided there is a school custodian on duty.

If any equipment is to be used, a trained food service employee is required to be there at all times to oversee and instruct the proper use and clean up. A group will be charged the hourly rate of that employee for the event. An employee must be on the premises at all times during the event and an employee will be responsible to lock all cafeteria doors before leaving.

Persons who use the kitchen should bring the following items:

1. dishcloths and towels (use of school linens will incur additional charges)
2. wraps or plastic containers for leftovers
3. serving utensils

People who are not helping with food preparation, especially little children, are not allowed in the kitchen.

You are responsible to clean up the area and leave it the way you found it.

I have read this full and understand

Name of Group/Organization _____

Signed _____

Date of Event _____

Rental Rates for After School Use of Buildings Basic Charges - Two-Hour Periods

School and Student Sponsored, Nonprofit Organizations, Civic and Community			
Facility	When No Admission is Charged	When Admission is Charged	All Others (whether or not Admission is Charged)
FOOTBALL STADIUM	N/A	N/A	N/A
GYMNASIUMS			
High School/Middle School	\$50*	\$100*	\$200*
Elementary	\$25*	\$50*	\$100*
CAFETERIAS (with kitchen) – requires school kitchen employee to supervise			
All Schools	\$50*	\$100*	\$120*
CAFETERIAS (without kitchen)			
All Schools	\$25*	\$50*	\$100*
CLASSROOM			
All Schools	\$15 for the first room, \$7 each additional room*	\$25 for first room, \$7 each additional room*	\$30 for first room, \$7 each additional room*

The Superintendent shall make the final determination of whether facilities shall be rented to requesting groups.

*Plus Actual Costs - included in “actual costs” are the employee’s rate of pay including overtime and percentage of appropriate employee benefits paid by the Board if the use of the facility will cause the employee to be an overtime during the workweek - includes time to open the building, set up, clean up after use, and secure the building.

(Approval date: November 17, 2003)

(Re-approval date: July 18, 2005)

(Re-approval date: March 21, 2011)

(Re-approval date: March 16, 2015)

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

_____ (Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of _____ (subject of indemnity) whether it be caused by the negligence of indemnitor or the Plymouth-Shiloh Board of Education or either party's agents or employees, or otherwise.

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

General Terms and Conditions Governing The Use of School District Premises

1. Applicant is financially responsible for (a) any extraordinary cleaning requirements arising from Applicant's use of the school facilities or grounds, and (b) the amount of the Board's insurance deductible in the event an insurance claim is made for liability, property damage or personal injury resulting from Applicant's occupancy or use of the school facilities or grounds.
2. If box is checked, Applicant is also responsible for any liability, property damage, personal injury, theft, or loss of supplies and equipment arising from Applicant's occupancy or use of school premises. In such case, Applicant shall provide the Board with proof of comprehensive liability insurance in amounts not less than \$500,000/individual and \$1,000,000/aggregate claim, naming Plymouth-Shiloh Local Board of Education as an additional insured.
3. It is understood by the requesting organization that the Superintendent reserves the right to rescind permission to use the school premises if they are needed by the Plymouth-Shiloh Local School.
4. Smoking and/or use of tobacco, the use, possession, or consumption of alcoholic beverages in any form, drugs, drug paraphernalia, or gambling are prohibited on or in school premises.
5. Fees involved with the use of school premises must be paid two weeks in advance to: Treasurer, Plymouth-Shiloh Local School, 365 Sandusky St., Plymouth, Ohio 44865.
6. In signing the Application, the applicant agrees to all terms and conditions including proof of insurance, set forth in the Application and General Terms and Conditions, and agrees to furnish any additional requested information.

APPLICANT MUST SIGN IN SPACE DESIGNATED BELOW.

I HAVE READ THIS APPLICATION FOR USE OF SCHOOL DISTRICT PREMISES AND GENERAL TERMS AND CONDITIONS GOVERNING THE USE OF SCHOOL DISTRICT PREMISES AND I hereby agree to all terms and conditions.

Date: _____

Print or Type Name: _____

Applicant's Signature: _____

(Individually or on behalf of an organization)

Address: _____

Telephone Number: _____

Plymouth-Shiloh Local School District, Plymouth, Ohio

APPLICATION FOR USE OF SCHOOL DISTRICT/COMMUNITY PREMISES

Name of Organization: _____

Date: _____

Person in Charge: _____ Phone: _____

Address: _____

Person in charge of keys to premises: _____

Phone: _____

Building/Premises Requested: _____

Purpose: _____

Number Expected: _____

Will custodian services be needed?

Please check what is needed:

_____ Room/Seating Arrangement Requested

_____ Special Equipment

_____ Other

Date	Start Time	End Time

Office Use Only	MM _____	Custodian _____	
Administrative Fee:	_____ Yes	_____ No	Admission Charge: _____
Premises Rental Fee: _____ Custodial Fee: _____ Total Fee: _____			

*(Please see Fees for Use of School District Premises.
Full payment due two weeks in advance of activity.)*

Applicant is responsible for supervision of the above activity, for the conduct of persons present at the activity, and for any damage which may result to school property. Applicant further agrees to be responsible for all charges that may be made.

Applicant agrees to indemnify and hold harmless the Plymouth-Shiloh Board of Education and its agents and employees from all liability, claims, demands, attorney fees, and costs for, or arising out of, or occurring during the applicant's use of school premises, whether caused by the negligence of indemnitor or Plymouth-Shiloh's Board of Education or either party's agents or employees, or otherwise. I understand that this permit does NOT include accident, liability or personal property insurance. Furthermore, I understand that neither the Board of Education nor any of its agents or employees shall be liable in the event of an accident, personal injury or loss of personal property at any site where activities are held, and Applicant hereby releases Plymouth-Shiloh Board of Education, its agents and employees from any claims in connection with the same.

If required by the Plymouth-Shiloh Board of Education, Applicant shall obtain from each participant in the activity, a signed waiver and release, in a form prescribed by the Board of Education, which waives any and all claims against the Board of Education and releases the Board of Education from liability in connection with applicant's use of school premises. All such waivers must be provided to the Board of Education prior to the applicant's use of the school premises.

_____ Check here if the Applicant is an individual.

_____ Check here if the Applicant is an organization, and this Application is being signed by an authorized Representative of the organization.

_____ Check here if the Applicant is a staff member or an authorized representative of an approved student activity. Both shall be covered by district liability insurance and shall be held to the same standard of care that would be expected during their regular duties as a staff member or as an authorized representative.

I have read this APPLICATION FOR USE OF SCHOOL DISTRICT PREMISES AND GENERAL TERMS AND CONDITIONS GOVERNING THE USE OF THE SCHOOL DISTRICT PREMISES and hereby agree to all applicable terms and conditions.

Print Name: _____

Signature: _____

Date: _____

School Official: _____ Approves _____ Disapproves

Signature of School Official: _____

Date: _____

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, other employees of the schools or students.

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.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the 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 of Ohio and local ordinances.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 2907.03
2909.05-2909.07
3313.20

CROSS REFS.: KG, Community Use of School Premises
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 where routine or regular kindergarten, elementary, secondary or library services are offered to children.

Citizens caught smoking in school buildings are educated as to the Board's policy on smoking. If caught smoking a second time, they are directed to leave school property.

A notice to this effect is posted at the entrance to all school buildings.

[Adoption date: November 17, 2003]

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
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 which reduce the cost or hasten the completion are welcome.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 9.20
3313.36; 3313.47

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

PUBLIC SOLICITATIONS IN THE SCHOOLS

No person may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Superintendent or the Board. This policy does not prohibit any school fund-raising activity authorized by the Superintendent or other appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must not interfere with the classroom work of the teachers.

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

[Adoption date: November 17, 2003]

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 Premises (Equal Access)
KK, Visitors to the Schools

ADVERTISING IN THE SCHOOLS

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

[Adoption date: November 17, 2003]

ADVERTISING IN THE SCHOOLS

Purpose

The sole purpose of the Board in adopting this policy is to generate revenue for the District in a manner consistent with the mission of the District, and the Board does not hereby create a public forum for the expression of ideas. Accordingly, the advertisements accepted for display by the Board shall be limited to those categories, and subject to those exclusions and conditions, described in the Guidelines set forth below. Additionally, the Board retains the power to edit and/or refuse any advertisement for any legitimate pedagogical reason.

Scope

Pursuant to this policy, the Board may enter into agreements with individuals or organizations wishing to display advertisements. Advertisements may be accepted for display on any property deemed appropriate for such display by the Board or its designee, the Superintendent. Such property includes but is not limited to athletic scoreboards, fencing, other structures, athletic equipment and clothing, and programs or other written materials. Agreements may provide for the display of advertisements in exchange for a fee, and/or in exchange for the provisions of goods and/or services. At the discretion of the Superintendent or designee, an advertiser may be permitted to earmark for a particular use the fees paid in exchange for the display of advertisements.

Guidelines

Categories of Acceptable Advertisements

Only advertisements that fall within one of the following categories, subject to the exclusion set forth below, may be accepted.

1. Commercial products or services.
2. Public service announcements from recognized, nonprofit groups that are organized for educational, philanthropic, cultural, civic or other purposes that promote the welfare of the community.
3. Personal messages expressing a simple greeting (e.g. "Happy Birthday", "Happy Anniversary", "Congratulations",) and which may include the name of an individual and/or group but shall not include any other personal information.

Exclusions

Advertisements that are inconsistent with the educational mission of the District or inappropriate for immature audiences, or that would interfere with or disrupt the work or discipline of the schools or infringe on the rights of others, will not be accepted. Examples of advertisements that will not be accepted include but are not limited to the following:

1. Advertisements for products, services, or establishments associated with the promotion of activity that is illegal or that otherwise violates the code of student conduct.
2. Advertisements for products, services, or establishments associated with the promotion of tobacco, alcohol, or illegal substances.
3. Advertisements that concern sexual or reproductive issues, whether or not the advertisement has any explicit sexual content (including, for example, issues relating to birth control and abortion, whether from a pro-choice or a pro-life perspective).
4. Advertisements with religious content unless accompanied by a clear statement that the content of the advertisement is neither sponsored nor endorsed by the Board.
5. Advertisements that are defamatory or misleading.
6. Advertisements that are indecent, obscene, or vulgar.
7. Advertisements that incite students to engage in or otherwise promote violence, or that contain violent imagery.
8. Advertisements the display of which would violate the terms of an agreement previously entered into with a different advertiser.
9. Advertisements the display of which would violate any local, State or Federal law, rule, or regulation.

Conditions

1. Advertising for outside spaces must comply with applicable zoning provisions, if any. The Board may require an advertiser to obtain any required zoning permit and pay the associated fee, if any.
2. The advertiser must execute an agreement with the Board in a form prescribed by the Board and administered by the Superintendent or designee.

3. An agreement which permits an advertiser to be the exclusive advertiser in a particular product or service category must describe with specificity the Board of property to which such exclusivity requirement pertains (for example, a particular scoreboard, all scoreboards, or all property at a particular location). Unless otherwise expressly provided in the agreement, no exclusivity provision shall preclude a competitor's sponsorship of an event or a competitor's donation of clothing or equipment, which sponsorship or donation may include display of the competitor's logo. No exclusivity clause shall preclude the Board from accepting a gift or bequest and displaying a plaque or other means of identifying the donor.

(Approval date: November 17, 2003)

ADVERTISING IN SCHOOLS

ADVERTISING AGREEMENT

The Board of Education of the Plymouth-Shiloh Local School District (“Board” and _____ (“Advertiser”) agree as of this _____ (date) as follows:

Advertising and Fee: The Board will display the Advertisement shown or described on Page 5 of the Agreement in exchange for the fee and/or the provision of goods and/or services specified in and in material conformance with the terms of Page 6 of this Agreement. In addition, the Advertiser will reimburse the Board as invoiced for the costs, if any, associated with the preparation of advertisement text, panels, and/or graphics.

Exclusivity: Except as otherwise expressly provided by this Agreement, the Board makes no promise pursuant to this Agreement that it will in any way limit the availability of its advertising space for use by other advertisers.

Assignment and Delegation: The Advertiser will not assign any of its rights nor delegate any of its duties under this Agreement without the Board's written consent, which the Board may withhold in its sole discretion.

Indemnification: The Advertiser will ensure that advertising pursuant to this agreement, including all trademarks, service marks, trade names and service names included therein, does not infringe on any copyright, violate any property right, invade any privacy interest, constitute unfair competition or contain any defamatory, misleading, or unlawful material. The Advertiser will defend, indemnify and hold the Board, its agents and employees harmless from any claims, suits, or actions for any breach or claimed breach of obligations under this paragraph or otherwise arising out of the Board's display of the Advertisement, or out of the Board's rejection of a competitor's advertisement pursuant to an exclusivity provision in this Agreement, if any, including costs, expenses, and reasonable attorney's fees. This paragraph will survive the termination of this Agreement.

General Provisions: Neither party may modify or waive any of the terms of this Agreement except by a written agreement executed on behalf of each party. Otherwise, a modification or waiver is without authority. This Agreement will be governed by Ohio law. This is the only Agreement between the parties regarding its subject matter and supersedes all prior and contemporaneous proposals, negotiations, or agreements.

Board policy 1330.10 is hereby incorporated into this Agreement. The Advertiser agrees to comply in all respects with the provisions of this Policy 1330.10 (Advertisements), as amended from time to time.

A failure of the Board to display the Advertisement which results from any cause beyond the control of the Board shall not constitute a breach of the Agreement. Additionally, the Advertiser agrees that the Advertisement may be preempted if the Board property on which the Advertisement is not displayed in material conformance with Exhibit A for the foregoing or any other reason, the fee and/or the provision of goods and/or services shall be equitably adjusted, or the period of time during which the advertisement is displayed shall be extended to compensate for the time during which it was not displayed at the sole option of the Board.

ADVERTISING AGREEMENT

AGREED:

BY: _____

DATE: _____

AGREED:

THE BOARD OF EDUCATION OF
THE PLYMOUTH-SHILOH
LOCAL SCHOOL DISTRICT
(Designee)
365 Sandusky Street
Plymouth, Ohio 44865

BY: _____

DATE: _____

1. **Content of Advertisement**

Insert text of message or otherwise describe or attach copy of advertisement to be displayed.

2. **Location of Advertisement**

Describe or attach schematic indicating location of advertisement.

3. **Period, Duration, and Frequency of Advertisement Display**

Date display will begin _____

Late date of display _____

Indicate whether display will be continuous or intermittent during this period. If intermittent, describe frequency and duration with which advertisement will be displayed.

4. **Advertiser's Obligations: Fees and/or Goods and/or Services**

Fees: The Advertiser will pay the Board a total of: \$ _____
As follows:

Payments shall be made at the Board's address as shown in the Advertising Agreement. Payments received after the due date will be subject to a late payment charge equal to one and one-half percent (1 1/2%) of the amount due for each month or part thereof that payment is not made when due. Payments 60 days delinquent shall result in removal of the advertising. Advertiser shall be responsible for any cost associated with the advertising (i.e. cost of materials, labor, etc.). Legal action may be taken to recover these costs.

Goods and/or Services: The Advertiser will provide the following goods and/or services in the manner described:

This is subject to the provisions of the Advertising Agreement, including Board policy 1330.10 (Advertisements) incorporated therein. The Advertising Agreement will take precedent over the terms of this document.

SPORTS ADVERTISING PACKAGE - SPONSORSHIP RATES

<u>Location</u>	<u>Number of Panels/Signs</u>	<u>Terms/Yrs.</u>	<u>1 year</u>	<u>2 year</u>	<u>3 year</u>
Stadium Fence	1 Sign	Annual/Renewable	\$150.00	\$250.00	\$350.00
Basketball Score Table	1 Panel	Annual/Renewable	\$200.00	\$350.00	\$500.00
Baseball Fence	1 Sign	Annual/Renewable	\$100.00	\$175.00	\$250.00
Gym Wall	1 Sign	Annual/Renewable	\$200.00	\$350.00	\$500.00
All Locations	1 Sign	Annual/Renewable	\$400.00	\$750.00	\$1000.00

* Based upon predetermined standard size.

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 must first report to the school office to receive authorization to visit 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 and loitering on grounds.

[Adoption date: November 17, 2003]

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

RECRUITERS IN THE SCHOOLS

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

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

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

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

[Adoption date: November 17, 2003]

[Re-adoption date: June 27, 2006]

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

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

PUBLIC COMPLAINTS

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

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

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

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

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

[Adoption date: November 17, 2003]

LEGAL REF.: ORC 121.22

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

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

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

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

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
 - A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.
 - B. Following receipt of the formal complaint, the Superintendent provides for a re-evaluation of the material in question. He/She arranges for the appointment of a review committee from among the faculty and community to consider the complaint.
 - C. The Superintendent reviews the complaint and the committee's re-evaluation and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

The Board assumes final responsibility for all books and instructional materials 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.

[Adoption date: November 17, 2003]

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 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.

[Adoption date: November 17, 2003]

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 REF.: Teachers' 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 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: November 17, 2003)

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, parental 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.

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 law 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: November 17, 2003]

LEGAL REF.: ORC 3313.20

CROSS REFS.: AE, School District Goals and Objectives
KH, Public Gifts to the District
KI, Public Solicitations in the Schools
KJ, Advertising in the Schools
KMB, Relations with Booster Organizations

RELATIONS WITH BOOSTER ORGANIZATIONS

The Board recognizes that the endeavors and objectives of booster organizations can be a valuable means of stimulating interest and endorsement of the aims and achievements of the District.

Booster-proposed plans, projects or activities must be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of the District. Careful consideration must be given to the total value to all students, rather than to specific elements such as teams and band participants. Care must be taken to avoid compromising or diluting the responsibility and authority of the Board.

Annually, booster organizations are encouraged to submit to the Superintendent/designee their tentative goals and objectives along with their fund-raising plans for the next school year for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the Superintendent/designee is to be advised before any final revisions are made.

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. Fund-raising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.
4. Documentation on ownership of property and fund-raising activities is required.
5. The use of the District name and emblems must be authorized.

[Adoption date: November 17, 2003]

LEGAL REF.: ORC 3313.20

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

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

The Board recognizes that from time to time it is necessary for law enforcement officials to become involved with students at school. Police involvement with students at school may be initiated by either law enforcement personnel or by school personnel. In either case, the prime responsibility of the District is to see that students' rights are not knowingly abridged.

The Superintendent is responsible for developing regulations to guide school relations with law enforcement personnel.

[Adoption date: December 17, 2012]

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

The following procedures shall be observed in school relations with law enforcement officials.

1. All staff members shall cooperate with law enforcement officials from village, county, state and federal jurisdictions.
2. When law enforcement officials question a student at school, the following procedures shall be observed.
 - A. The meeting shall occur in a discreet location.
 - B. An effort will be made to notify parents of the meeting between the police and student; however, if parents cannot be reached immediately by telephone at home or work, police may proceed to question a student without notification.
 - C. In unique circumstances, the principal may choose not to notify parents of the questioning.
 - D. Generally, a school official will be present during police questioning of a student; however, police may question students without school personnel present if the principal and law enforcement officials agree that because of the nature of the case such questioning must be done in the absence of school officials.
 - E. When the general investigation of a student at school becomes accusatory in nature, then further questioning of the student shall not proceed until parents have been notified.
3. The decision to arrest or remove a student from school rests with the law enforcement officials only.
4. The violations listed below shall result in police notification. The decision of whether or not the police should meet with the student rests with the law enforcement officials, upon advice of the principal.
 - A. when the building administrator has reason to believe that a student has committed a felony;
 - B. when the violation would constitute a felony, if the student were an adult;

- C. when a student possesses, transmits, uses or is under the influence of illegal drugs (including drug paraphernalia) or alcohol;
- D. when the principal needs assistance determining if a youngster is under the influence of an illegal drug or alcohol as deemed necessary or
- E. other violations as determined appropriate by the principal.

(Approval date: December 17, 2012)