

## SECTION K: SCHOOL-COMMUNITY RELATIONS

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SECTION K: SCHOOL-COMMUNITY RELATIONS  
(continued)

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\*These topics are currently covered by Board policy.

## SCHOOL-COMMUNITY RELATIONS GOALS

Staff members have a responsibility to promote good school-community relations. The school-community relations program is directed by the Superintendent and is based upon the following principles.

1. The school-community relations program is a systematic, two-way process of communications between the District and the community.
2. The District may use media sources and other forms of communications available to effectively communicate with the citizens and employees.
3. Communications with the public should promote involvement, objective appraisal and support.
4. Communications should be internal as well as external and provide factual, objective and realistic data.
5. School communications should be responsive both to events as they arise and to evaluations of the process.

[Adoption date: June 29, 2005]

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

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

**THIS IS A REQUIRED POLICY**

## REQUEST FOR PUBLIC INFORMATION

Public records of the Manchester Local Board of Education are available for inspection during the normal business hours of the central office.

The undersigned understands that the Board cannot allow any record that contains a Social Security number to be reproduced with the Social Security number. The undersigned is also prohibited from manually copying any Social Security number.

The undersigned understands as per the District's union contracts, employees will be notified that their records were viewed by you.

Paper copies of records are 10 cents per copy and electronic records will cost the price of reproduction. You will also be responsible for any postage costs.

The undersigned requests to view the following documents:

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_



## 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.

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, its financial records and all other public records are open for inspection in the office of the Treasurer during the hours when the administration offices are open. Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the Treasurer, Superintendent or other persons responsible for the custody of confidential files. 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 records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Any individual who wants to obtain 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 that the record can reasonably be duplicated as an integral part of normal operations. If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. Copies are 10 cents per page.

The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is 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.

Each principal is authorized and expected to keep the school's community informed about the school's program and activities. The release of information of Districtwide interest is to be coordinated by the Superintendent.

[Adoption date: June 29, 2005]

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  
IGBA, Programs for Students with Disabilities  
JO, Student Records  
KA, School-Community Relations Goals  
KKA, Recruiters in the Schools

**THIS IS A REQUIRED POLICY**

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: June 29, 2005]

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

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: June 29, 2005)



## 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 recording 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: June 29, 2005]

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 property appraisal in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: June 29, 2005]

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

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

## COMMUNITY INVOLVEMENT IN DECISION MAKING

Community participation in the schools is essential to promote and maintain the quality of education for all students.

In addition to electing fellow citizens to represent them on the Board, all citizens may express ideas, concerns and judgments about the schools to the administration, to the staff, to any appointed advisory bodies and ultimately to the Board. Ideas should be addressed to the responsible individual in an appropriate fashion.

Residents may be invited by the Board to act as advisors, individually and in groups, in such areas as:

1. clarifying general ideas and attitudes held by residents in regard to the schools;
2. 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, special services and facilities 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. The Board directs the Superintendent/designee to develop and maintain procedures for community involvement.

[Adoption date: June 29, 2005]

LEGAL REFS.: ORC 121.22  
OAC 3301-35-02; 3301-35-03; 3301-35-04

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

**THIS IS A REQUIRED POLICY**

## PUBLIC PARTICIPATION AT BOARD MEETINGS

Although public participation in Board meetings is a privilege, not a right, all meetings of the Board and Board-appointed committees are open to the public.

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

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended 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: June 29, 2005]

LEGAL REFS.: ORC 121.22  
3313.20

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

**THIS IS A REQUIRED POLICY**



REQUEST TO ADDRESS BOARD OF EDUCATION  
SIGN-IN SHEET

RULES FOR PUBLIC PARTICIPATION

1. Sign-in sheet must be turned into the Board President prior to 6:30 p.m. or other designated starting time.
2. Each person is limited to three minutes per subject.
3. The Board reserves the right to waive the time limit.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Topic of Discussion: \_\_\_\_\_

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## COMMUNITY INSTRUCTIONAL RESOURCES

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

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

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

[Adoption date: June 29, 2005]

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

CROSS REFS.: GBQ, Criminal Record Check  
IICC, School Volunteers

**THIS IS A REQUIRED POLICY**

**COMMUNITY USE OF SCHOOL FACILITIES**  
(Equal Access)

Recognizing that the school facilities are publicly owned, the Board may allow the use of school facilities by students and various community organizations for their special activities whenever possible. However, the Board has the responsibility of maintaining the building 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 use of school facilities by the community is governed by law and the rules and regulations of the Board. School facilities are made available for use by groups of citizens or responsible organizations, with the understanding that use is not 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 is subject to cancellation. Such action is taken only when necessary and always with regard to the desire of the Board to encourage the use of school facilities by the citizens of the community whenever not needed for school-sponsored activities.

The cost for the usage of facilities are to reimburse the district for personnel costs such as a custodian or cook associated with the activity.

The facilities manager is responsible for forwarding to the Treasurer's office the fees to be billed to users. The Treasurer's office shall invoice for assessed fees, deposit receipts into the General Fund and credit the building expense budgets accordingly.

[Adoption date: June 29, 2005]

[Revision date: June 28, 2006]

[Revision date: May 18, 2011]

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

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

**THIS IS A REQUIRED POLICY**

## COMMUNITY USE OF SCHOOL FACILITIES (Equal Access)

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

### Conditions Governing Use of School Facilities

1. An employee of the Board must be on duty whenever a facility is used by an organization or group, unless pre-approved by the Superintendent or his/her designee.
2. No facility is used for commercial or personal gain.
3. Community Use of school facilities will not begin with their activities until school is dismissed in the afternoon.
4. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed.
5. Facility controls must be operated by district personnel only.
6. Kitchen equipment is not used by any group unless arrangements are made to have one of the regular food service workers present.
7. There is no smoking or alcoholic use or consumption on school district property.
8. The procedure for use of the athletic facilities follows the conditions outlined for the use of the other facilities.
9. Groups which use school facilities must possess liability insurance and/or sign a waiver releasing the District from liability.

### Applications

An application is necessary for the usage when a group or organization not part of the District wants to use school facilities. An applicant must assure the Superintendent that the group/organization complies with all regulations and respects the property, equipment and grounds of the school.

Applications must be issued on a designated form. The following conditions are to be observed:

- A. Fees are assessed in accordance with a schedule adopted by the Board.



- B. Permission must be obtained from the facility supervisor for the use and re-arrangement of any school equipment or furniture. If such items are to be moved, they are moved by the using organization and replaced in the original location.
- C. Food may be served provided that care is taken to ensure that the area used is left as clean as it was before the activity.
- D. Service from the custodial staff is to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the facilities to be used and closing up and properly securing the facilities when the organization has left.

#### Processing the Application

Application forms are available in the office of the facility supervisor. The application of a community group to use school facilities is filed with the facility supervisor at least seven days prior to the date of the proposed activity, with a copy sent to the Treasurer.

#### Use of Special Equipment

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls or other equipment belonging to a school must be made with the facility supervisor at the time the application is filed.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure. It is a general policy not to loan school equipment to outside groups.

(Approval date: June 29, 2005)

(Approval date: June 28, 2006)

[Revision date: May 18, 2011]

**THIS IS A REQUIRED REGULATION**

## BUILDING USAGE FEE SCHEDULE

Meeting

GROUP	CLASSROOM	MULTI-PURPOSE	GYMNASIUM	KITCHEN
A	no charge	no charge	no charge	N/A
B	no charge*	no charge*	no charge*	N/A
C	No charge*	\$10.00*	\$15.00*	N/A

Meeting with meal

GROUP	CLASSROOM	MULTI-PURPOSE	GYMNASIUM	KITCHEN
A	no charge	no charge	no charge**	no charge**
B	N/A	no charge*	no charge*	no charge*
C	N/A	\$25.00*	\$25.00*	\$25.00***

Fund-raiser

GROUP	CLASSROOM	MULTI-PURPOSE	GYMNASIUM	KITCHEN
A	no charge	no charge	no charge	no charge
B	N/A	\$10.00*	\$20.00*	no charge***
C	\$10.00*	\$50.00*	\$100.00*	\$25.00***

\*There is no charge if the group has an employee of the Board willing to supervise the facility. Otherwise a fee must be paid for the service of a school employee in accordance with the classified contract. Fees include the retirement contribution which reflects the District's share of retirement.

\*\*Extra custodial help may be required and fees paid in accordance with the classified contract. Fees include the retirement contribution which reflects the District's share of retirement.

\*\*\*Fees are paid for the cook in accordance with the classified contract. Fees include the retirement contribution which reflects the District's share of retirement.

## FACILITY REQUEST/RENTAL AGREEMENT

NAME OF ORGANIZATION \_\_\_\_\_

BUILDING AND ROOM REQUESTED \_\_\_\_\_

(School Use: Classification of Organization)

1. \_\_\_\_\_ Facility requested for meeting only
2. \_\_\_\_\_ Facility requested for meeting with meal (to be served by: \_\_\_\_\_)
3. \_\_\_\_\_ Facility requested for activity receiving a donation, charging admission or otherwise raising funds

Requested Dates: \_\_\_\_\_

Activity: \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3

Time: From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Approximate Number of People \_\_\_\_\_

Equipment Needs \_\_\_\_\_

\_\_\_\_\_

Estimated Fees \_\_\_\_\_

Activity: Classroom \_\_\_\_\_ Multi-purpose/Cafetorium \_\_\_\_\_ Gymnasium \_\_\_\_\_

Kitchen \_\_\_\_\_ Custodial \_\_\_\_\_ Cook \_\_\_\_\_

Total per each usage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PAYMENTS: Checks are to be made payable to Manchester Local School District

## HOLD HARMLESS AGREEMENT FOR USE OF SCHOOL FACILITIES

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(name of group or organization)

In consideration of the use of the facilities of the Manchester Local School District, the above-named group or organization agrees to defend, hold harmless and indemnify the Manchester Local School District Board of Education, its officers, members, employees and agents, in both their official and individual capacities (collectively the "Board"), from all liability, claims, demands, damages, or costs for or arising out of the use of the facilities by the above-named group or organization or persons enjoying use of the facility as members or invitees of the above-named group or organization, unless the injury is the result of the negligence of the Board or its employees.

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Signature

Title (if applicable)

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Name (printed)

Date above signed

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 fee schedule.

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Signature of Organization Representative

Date

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Address

Phone

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Principal Authorizing Use (Signature)

Personnel Assigned: Custodian \_\_\_\_\_

Cook: \_\_\_\_\_



## USE OF FACILITIES ATTENDANCE ROSTER

In consideration of the use of the facilities of Manchester Local School District, I, the undersigned; agree to defend; hold harmless and indemnify the Manchester Local School District Board of Education, its officers, members, employees and agents in both their official and individual capacities, from all liability, claims, demands, damages, or costs arising out of the use of the facilities

NAME

SIGNATURE

DATEThis image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

## PUBLIC CONDUCT ON DISTRICT PROPERTY

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

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

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

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

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

### Good Conduct and Sportsmanship

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

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

[Adoption date: June 29, 2005]

[Revision date: March 24, 2010]

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

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

## SMOKING ON DISTRICT PROPERTY

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

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and student transportation vehicles where routine or regular preschool, 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: June 29, 2005]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 3313.20; 3313.751

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

**THIS IS A REQUIRED POLICY**

## 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: June 29, 2005]

LEGAL REFS.: ORC 9.20  
3313.17; 3313.36

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



## PUBLIC SOLICITATIONS IN THE SCHOOLS

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

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must not interfere with the classroom work of the teachers and are scheduled during lunchtime or after-school.

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

[Adoption date: June 29, 2005]

LEGAL REFS.: ORC 2921.43  
3319.321

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



## ADVERTISING IN THE SCHOOLS

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

[Adoption date: June 29, 2005]

LEGAL REFS.: ORC 3313.20; 3313.47

CROSS REFS.: EDE, Computer On-Line Services (Acceptable Use and Internet Safety)  
IGDB, Student Publications  
IIBH, District Web Site Publishing

## 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. 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 a resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. Should dissatisfaction remain after the above steps have been taken, the matter may be placed on the agenda for the next regularly scheduled Board meeting. The decision of the Board is communicated in writing to all interested persons.

(Approval date: June 29, 2005)

**THIS IS A REQUIRED REGULATION**

Manchester Local School District, Manchester, Ohio

## 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 the grounds.

[Adoption date: June 29, 2005]

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, nonmilitary, commercial 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 to be scheduled through the principal's office. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the appropriate building administrator.

In order to maintain the privacy of its students, the Board prohibits the disclosure of any student list to any commercial organization which intends to use the list for commercial purposes. "Student list" is defined as Board-approved directory information. "Commercial organization" is defined as any entity which is a for-profit organization. "Commercial purpose" is defined as any activity which is an attempt to solicit business for profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

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

[Adoption date: June 29, 2005]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
ORC 149.41; 149.43  
1347.01 et seq.  
3317.031  
3319.32; 3319.321; 3319.33  
3321.12; 3321.13  
3331.13

CROSS REFS.: JO, Student Records  
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: June 29, 2005]

LEGAL REFS.: ORC 121.22  
149.43

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

**THIS IS A REQUIRED POLICY**

## 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 certified 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 certified 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: June 29, 2005]

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

**THIS IS A REQUIRED POLICY**

Manchester Local School District, Manchester, Ohio



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 may be asked to be submitted in writing and signed. Anonymous complaints may be 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: June 29, 2005]

LEGAL REFS.: ORC 121.22  
149.43

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

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

**THIS IS A REQUIRED POLICY**

## 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: June 29, 2005]

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

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



## RELATIONS WITH BOOSTER ORGANIZATIONS

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

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 of 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 must 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. District officials should not have a leadership role in booster organizations.
4. Fund-raising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.
5. Documentation on ownership of property and fund-raising activities is required.
6. The use of the District name and emblems must be authorized.
7. Booster organizations must submit their bylaws to the Superintendent for review and may be asked to submit financial reports to the Treasurer.

[Adoption date: June 29, 2005]

LEGAL REFS.: ORC 3313.20; 3313.47

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