

BOARD OF EDUCATION

POLICIES

SECTION K

SCHOOL-COMMUNITY RELATIONS

## KA - COMMUNITY RELATIONS PROGRAM

The Board of Education believes that the success of the schools in this District, as in all other Districts, is directly related to the understanding, active interest, participation, and support of the citizens of the District.

The Board recognizes its obligation to inform the citizens of the District of the policies, problems, and progress of the educational system. It is the intent of the Board to disseminate pertinent information to all interested persons as best as it can and with whatever techniques that prove to be most effective. The Superintendent shall direct an information program designed to inform the community of the achievements and needs of the schools. The information program shall include at a minimum annual reports of school progress for each school.

To these ends, the community relations program shall encourage citizen participation in and support of the educational program and shall endeavor to achieve the following goals:

- A. To develop intelligent citizen understanding of the school system in all aspects of its operation.
- B. To determine how the citizenry feels about the school system and what it wishes the school system to accomplish.
- C. To develop citizen understanding of the need for adequate financial support for a sound educational program.
- D. To help citizens assume a more direct responsibility for the quality of education the school system provides.
- E. To earn the good will, respect, and confidence of the citizenry in the personnel and services of the school system.
- F. To bring about citizen understanding of the need for improvement and what must be done to facilitate essential change in the school system.
- G. To involve citizens in the work of the Board and the solving of its educational problems.
- H. To invite the assistance, cooperation, and understanding of elected and appointed township officials and committees in the development of educational programs and facilities.
- I. To promote a genuine spirit of cooperation between the Board and the community in sharing leadership for the improvement of the community.

Adopted: January 17, 1985

Re-adopted by Revision: January 15, 2004

## **KAA - COMMUNITY RESOURCES**

The Indian Creek Local School District is an integral part of the character and resources of the community it serves and recognizes the value of a mutual relationship. The Indian Creek Board of Education encourages appropriate and effective use of community and regional resources, both human and physical, as they relate to the educational needs and objectives of the School District.

Teachers and administrators are encouraged to become informed about locally available resources, both material and human, and to make effective use of available resources in conjunction with the curriculum.

Volunteers in the schools are encouraged under the auspices of the building principal or other school personnel. Activities of volunteers include, but are not limited to, typing, library duties, duplication of instructional materials, special projects, such as fund raising activities, educational programs, and other responsibilities consistent with their qualifications. All volunteers must be approved by the Board of Education.

Re-adopted by Revision: January 15, 2004

## **KAB - FAMILY AND CIVIC ENGAGEMENT PLAN**

The Board shall appoint a Family and Civic Engagement Team. Members of the team shall include, but are not limited to, parents, community or business representatives, health and human service representatives and appropriate school staff.

The Family and Civic Engagement Team shall work with the Jefferson County Family and Children First Council to identify qualifications and responsibilities for Family and Civic Engagement Coordinators.

The Family and Civic Engagement Team shall develop a five-year plan to provide annual progress reports on the development, implementation and progress of the plan to the Jefferson County Family and Children First Council.

Adopted: June 17, 2010

## **KB - PUBLIC INFORMATION PROGRAM**

The Board of Education believes that all reasonable means should be employed to keep the public informed on matters of importance regarding its actions, policies, finances, programs, personnel, and the details of its educational and business operations. The Board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education in the community. It is the practice of the Board to utilize the advice and assistance of interested individuals and groups in the solution of its educational and financial problems.

In recognizing the cooperating organizations in the Indian Creek Local School District and by encouraging their active participation in educational policymaking, the Board wishes to make it clear that in no way does it wish to escape its responsibility to the citizens of the community as the official governing body responsible for a final decision on all matters of policy and educational programs. The Board accepts the following basic principles that are essential to a good public information program:

1. The Board will transact all official business in open meetings which the press, the public, and school employees are welcome to attend, and at which time communications, both oral and written, will be received and considered.
2. The Board will function as speedily and as efficiently as circumstances will permit, and always with due regard for the public interest.
3. Board members will familiarize themselves with the work of the school system in all major areas and shall bring to the professional direction of the schools the viewpoint, the knowledge, and the wisdom of the community.
4. The Board will make provision for recording proceedings of all meetings. Minutes of all Board meetings shall be considered matters of public record.
5. The Board will keep in mind that maintaining the confidence and respect of the community is of paramount importance to the success of the educational program of the District.

The School District's communications program will:

1. Encourage a better understanding of the role, objectives, accomplishments, and needs of the School District.
2. Be planned, systematic, two-way process between the Board and the Superintendent and their internal and external constituencies.
3. Use a variety of media including meetings, letters, circulars, seminars, publications, and personal contacts.
4. Provide the channels necessary for resolving grievances and eliminating misunderstandings.
5. Inform concerned persons as to their rights, privileges, and responsibilities.

A school's communications program will:

1. Encourage informal, as well as formal, methods of communication.
2. Include the use of a variety of media including meetings, seminars, bulletin boards, publications, and personal contacts.
3. Provide channels for resolving grievances and/or misunderstandings for students, staff, and community members.
4. Inform concerned persons as to their rights, privileges, and responsibilities.
5. Supplement and support the general communications program of the School District.

The Board delegates to the Superintendent or his designee the development of a communications program in accordance with the above principles and suggestions.

New Releases

The following guidelines will be followed in connection with the release of official information to the news media:

1. The Board President will be the official spokesperson for the Board, except as this duty is delegated to the Superintendent.

2. News releases that are of a District-wide nature or pertain to established policy are the responsibility of the Superintendent or a member of the staff whom he may designate.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the principal of that particular school. Statements made to the press by others representing themselves as staff members of the particular school must be cleared with the principal.

While it is impossible to know how a news release will be treated by the press, every possible effort should be made to obtain coverage of school activities which will create and maintain a dignified and professionally responsible image for the School District.

Annual Progress Report

The Superintendent shall supervise the preparation of an annual progress report to be distributed to the public and school employees. The guidelines established by the State Board of Education shall serve as a minimum requirement.

Adopted: January 17, 1985

Revised: January 15, 2004

## KBA - 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 principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District-wide interest is to be coordinated by the Superintendent.

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

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

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

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

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

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available 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 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 requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and 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 charge for paper copies is 10¢ per page. The charge for copies on other forms of medium is actual cost.

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

Adopted: February 22, 2007

Revised: October 25, 2007; November 26, 2007; September 15, 2016, January 14, 2021

INDIAN CREEK LOCAL SCHOOL DISTRICT  
PUBLIC RECORDS REQUEST FORM

**NOTE: A WRITTEN REQUEST TO INSPECT PUBLIC RECORDS IS NOT MANDATORY AND YOU MAY DECLINE TO REVEAL YOUR IDENTITY OR THE INTENDED USE OF THE INFORMATION. HOWEVER, COMPLETION OF THIS FORM MAY ENHANCE THE ABILITY OF THIS OFFICE TO IDENTIFY, LOCATE AND DELIVER THE PUBLIC RECORDS YOU SEEK. IF THE REQUEST IS FOR STUDENT DIRECTORY INFORMATION, YOU MAY BE REQUIRED TO REVEAL YOUR IDENTITY OR INTENDED USE OF THE INFORMATION TO ALLOW THIS OFFICE TO ASCERTAIN WHETHER THE INFORMATION IS FOR USE IN A PROFIT-MAKING PLAN OR ACTIVITY.**

Please complete this portion of the form to make a request to inspect public records maintained by this school district.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Please identify, as specifically as possible, the records you would like to inspect: \_\_\_\_\_  
\_\_\_\_\_

Please state the intended use of the requested information: \_\_\_\_\_  
\_\_\_\_\_

If you are requesting copies of public records, please state the medium on which you would like the records duplicated (i.e., paper copies, CD, etc.) \_\_\_\_\_  
\_\_\_\_\_

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**FOR OFFICE USE ONLY**

- This public records request is approved and any requested copies were provided.
  
- This public records request is denied as ambiguous, overly broad, or the requester has difficulty in making the request such that this office cannot reasonably identify what public records are being requested, **AND** the requester has been given the opportunity to revise the request by being informed of the manner in which records are maintained by this office and accessed in the ordinary course of the office or staff personnel's duties.
  
- The public records request is denied in whole or in part. For any portion of the request that is denied, provide a written explanation for the denial (including legal authority) and return a copy of this form to the requester with this explanation: \_\_\_\_\_  
\_\_\_\_\_

Copy costs assessed: \$ \_\_\_\_\_ Copy costs paid: \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
Records Officer

**KG - USE OF SCHOOL PREMISES**

General Use

The premises and buildings of the School District are provided primarily for the regular educational program of the students of the School District, and they must be maintained at all times in a manner in keeping with this essential purpose.

All applicants for the use of District premises shall agree that the property shall not be used for any unlawful purpose and shall hold the Board of Education free and without harm, from any loss, damage, liability or expense that may arise during, or caused in any way by, such use or occupancy of District premises. In the event that property loss or damage is incurred during such use or occupancy of the District's premises, the amount of damage shall be determined and a bill for damages presented to the group using or occupying the premises during the time of the loss or damage.

In addition, as a condition for using the property, the renter shall provide the Board of Education with evidence that there is general liability insurance, including contractual liability, in force that will apply to the renter's use of the property and will hold the Board of Education harmless. Minimum acceptable limits of liability shall be \$1,000,000.00 per occurrence. This requirement may be waived by the Superintendent.

Use of Premises and Buildings by Indian Creek Clubs and Organizations

Indian Creek school clubs and organizations will be assigned regular meeting times for the use of the building after school hours. Permission must be secured from the school principal for the use of the building after school hours by school groups at times other than the regularly assigned evenings, and at all times for the use of the gymnasium.

Use of Facilities and Buildings by Outside Organizations

Permission for the use of school premises and buildings by all other organizations must be secured from the Superintendent. A written request for the use of premises or buildings should be submitted at least one week in advance of the intended use. Prior to submitting a written request to the Superintendent, the non-school organization will contact the respective building principal to determine if the premises or building is available at the requested time.

Use of School Premises by School Levy Committees

The Indian Creek Board of Education may permit school levy committees to use School District equipment, property, or premises during a levy campaign provided that:

1. The District is paid for the use of such equipment and/or is fully reimbursed for any costs incurred.
2. There is no interference with the educational instruction or District operations.
3. The District's equipment, premises, and property are available to both pro-levy and anti-levy committees.

The Board shall reserve the right to refuse use if determined injurious to public and educational welfare.

Fees

Rental fees established by the Indian Creek Board of Education to be charged to outside organizations, exclusive of labor costs, are as follows:

Indian Creek High School Stadium .....	\$150.00
ICHS (CCM Building) Gymnasium .....	50.00
WES (OWB Building) Gymnasium.....	50.00
WES (OWB Building) Auditorium .....	50.00
Indian Creek Middle School Gymnasium.....	50.00
Hills School Gymnasium .....	50.00
Hills School Music Room.....	50.00
Indian Creek High School Multi-Purpose Room.....	150.00
All Elementary Playing Fields.....	35.00

Custodial fees for activities by school groups or outside organizations are to be paid directly to the Treasurer, Indian Creek School District, as follows:

Indian Creek School Organizations

A custodial fee, plus an applicable overhead charge, based upon the custodial charge for services to school-related groups, will be added to cover worker's Compensation and School Employees Retirement.

Outside Organizations

In addition to the rental charge, a custodial fee plus a 20% overhead charge, based upon the custodial charge for services to outside organizations, will be added to cover Worker's Compensation, School Employees Retirement, clerical services, etc.

Care of Buildings, Property and Equipment

1. Both school organizations and outside organizations will be held responsible for the proper care of the buildings while being used and will be required to pay for all damage resulting during such use. In the use of the building by a school-related group or a non-school-related group, youth groups must be kept under complete control at all times by an approved adult. Violation of regulations on the part of any organization will result in their forfeiting the privilege of using the school building or premises again.
2. Outside organization use of school premises will require the submission of an application form which includes all applicable rules, regulations, restrictions, charges and HOLD HARMLESS language.
3. No one is to be allowed on the wooden gymnasium floors wearing shoes with high heels, cleats, or metal that will damage the floors; and the applying organization shall be responsible for any damage to the floor.
4. State fire laws must be observed in all buildings at all times.
5. When non-school affiliated organizations and groups are using any school buildings, a custodian must be on duty from not less than one-half hour before the event to not less than one-half hour after the event. This time period shall be extended if a longer period of time is needed to prepare and maintain the building for the event which is being held.
6. Drinking, smoking, and profanity are prohibited.
7. Police protection will be required unless specifically waived by the Superintendent.

Adopted: January 15, 2004

Revised: February 19, 2015

INDIAN CREEK SCHOOL DISTRICT  
**BUILDING USAGE REQUEST**

Please read the attached regulations for activities held after school then complete this request form. Return the request form to the school, but keep the list of regulations for your reference. You will be contacted as soon as possible on your request.

\_\_\_\_\_  
Date of Request                      Person making request (adult)                      Telephone

\_\_\_\_\_  
Name of organization or group                      Address

\_\_\_\_\_  
Describe group members (adult, students, etc.)                      Approx. number in group

\_\_\_\_\_  
Explain the nature of request (group meeting, basketball, volleyball, etc.)

\_\_\_\_\_  
List rooms needed (classroom, cafeteria, gym, etc):

\_\_\_\_\_  
List any equipment for facilities, if needed

\_\_\_\_\_  
List dates and times preferred:

\_\_\_\_\_  
List names of chaperones responsible for the group: (chaperones must be adults out of school)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
(indemnitor) agrees to indemnify and HOLD HARMLESS  
The Indian Creek Board of Education and their agents and employees from all liability, claims, demands, damages or  
cost, for or arising out of \_\_\_\_\_ (subject of indemnity)  
whether it be caused by the negligence of indemnitor or the Indian Creek Board of Education or either party's agents or  
employees, or otherwise.

DO YOU AGREE TO ABIDE BY THE REGULATIONS AS STATED? YES \_\_\_ NO \_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Billing Information:**

Name and address of person who is to receive the bill for expenses:

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

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

FEES TO BE CHARGED:                      Estimated Building Fee \_\_\_\_\_

Custodial Fee \_\_\_\_\_                      Total estimated charge \_\_\_\_\_

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(DO NOT WRITE BELOW THIS LINE)

APPROVED:    PRINCIPAL: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

NOT APPROVED: PRINCIPAL: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

## KGA - OUTSIDE ORGANIZATIONS

These policies will pertain to those non-school organizations that raise funds on school premises; non-school organizations which raise funds off school premises using individual or group of students or staff as agents; or any organization which represents their fund-raising activities to be school related. Organizations which may be affected by these policies are booster clubs, parent-teacher associations, and similar groups of school supporters.

- A. The organization should have a purpose, approved by the Board of Education, which will benefit the School District and its students.
- B. The organization's planned activities are clearly in the best interest of the School District and its students.
- C. The organization has submitted the following information and assurances:
  1. A statement noting the purpose of the organization including but not limited to:
    - a. Organization's name.
    - b. Stated purpose
    - c. Provisions for student involvement
    - d. Titles and terms of officers
  2. Financial accountability assurance that the organization:
    - a. Will file a statement indicating a proper bookkeeping procedure is in place
    - b. Has identified persons who have financial responsibilities
    - c. Will not co-mingle funds with student activity accounts
    - d. Will use funds within the framework of the purpose of the organization and funds will not be considered public moneys
    - e. Will guarantee funds derived from activities will be spent on student activities
  3. Use of facility assurances that the organization:
    - a. Will get permission to use school property
    - b. Will establish a liaison with the school or have a staff member as a representative on its advisory board if such board exists
    - c. Will use teacher volunteers, students, or other members to conduct its activities only if approved by the Superintendent or his/her designee
    - d. Will be willing to pay for many or all additional expenses incurred by the activity
    - e. Provide activities that are in the best interest of the students of the School District.
- D. All funds generated by the above activities will be kept separate from other activity funds or other transactions of the Board.
- E. The organization will submit to the Board of Education an annual financial statement which provides proof that at least 70% of their total expenditures were for student activities, as required by Ohio law.
- F. All outside organizations must have by-laws approved by the Board of Education. Any changes to the bylaws must be submitted to the Board of Education for review and approval. Changes unacceptable to the Board may result in the withdrawal of Board recognition for outside organization status from the non-school organization.

All outside organizations are encouraged to obtain not-for-profit tax exempt status from the Internal Revenue Service (IRS), and to comply with the fund-raising and financial disclosure requirements of the IRS and the Ohio Attorney General.

Re-adopted by Revision: January 14, 2004

Revised: September 16, 2010

### **KGB - PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board holds the legal authority to bar the attendance of any person at a school event whose conduct may constitute a disruption.

The Board promulgates the following regulations with respect to the conduct of school events and directs the Superintendent to establish procedures for their implementation:

1. The public will be permitted to smoke only in designated areas outside of the school building.
2. No illegal substance may be consumed or in the possession of any attendee.
3. No alcoholic beverages may be consumed at any function sponsored by the District.
4. An appropriate schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board.

Adopted: January 15, 2004

## **KGC - SMOKING ON DISTRICT PROPERTY**

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

Smoking is defined by State law as inhaling, exhaling, burning, or carrying any lighted or heated tobacco product or plant product intended for inhalation in any manner or in any form. Smoking also includes the use of an electronic smoking device and vapor products. For the purpose of this policy, "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

### **Tobacco Use Prohibited**

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

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

### **Tobacco Advertisements and Promotions**

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

### **Providing Notice**

"No Tobacco" signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District vehicles will display the international "No Smoking" insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

### **Enforcement**

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

The following disciplinary actions may be taken against school visitors found in violation of this policy.

1st offense: verbal notification of the policy

Multiple offenses: removal from school property or, if off-campus, removal from school activity

LEGAL REFS.:

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

Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Goals 2000: Educate America Act; 20 USC 6081 through 6084  
ORC 3313.20  
ORC 3313.751  
ORC 3794.01  
ORC 3794.02  
ORC 3794.04  
ORC 3794.06  
OAC 3301-35-02  
OAC 3301-35-05

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

Adopted: February 22, 2007  
Revised: February 22, 2018; November 18, 2021

## **KH - GIFTS, GRANTS AND DONATIONS**

The Board accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. It recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program. It shall be the general policy of the District to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures. The Board may, by resolution duly passed at a public meeting, accept any gift or grant of land with or without improvement, and of money or other personal property, and acknowledge the purpose, if any, for which the gift was made.

The Board reserves the right to refuse to accept any gift when the conditions and stipulations connected with it deprive the Board of control of the gift or when ownership would tend to deplete the resources of the District.

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

Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent for Board consideration and approval.

Because of differences in economic resources available to the various schools, and for other reasons, the purchase of equipment on a matching fund basis, (part of cost provided by an individual or organization and part by the Board of Education from public funds) must receive the prior approval of the Superintendent and the Board of Education.

Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.

A list of supplies and equipment contributed primarily for school use should be reported to the Board by the Superintendent or designee.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

Adopted: July 17, 1986

Revised: January 15, 2004

Legal Reference: ORC 3313.20

## **KI - PUBLIC SOLICITATIONS/ADVERTISING IN THE SCHOOLS**

### Soliciting

No person will 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 of Education. This policy does not prohibit any school fund-raising activity authorized by the school administration.

Salespeople are prohibited from talking to teachers at any time during the school day. Salespeople representing educational companies may be granted this opportunity, by making arrangements through the principal's office, at a time that will not interfere with classroom work of the teacher.

### Confidentiality of Student Information

Student information will only be released as provided in O.R.C. §3319.321 and the Board's policy governing the administration of student records.

### Distribution of Literature

Printed or written matter of any nature will not be distributed to students in the schools or on school grounds without prior approval of the Superintendent. In cases where the nature of the material or its ultimate intent are in doubt, it will be presented to the Board of Education for approval.

### Advertising

No notices or advertisements by or on behalf of persons not officially connected with the schools will be distributed in any school building except by permission of the Superintendent or Board. All notices, even by the school personnel, will be cleared by the building principal, and in case of doubt, by the Superintendent.

### Charity Fund Raising

The administration may select a special fund or charity project that is considered important. Approval for such a project must be secured from the Superintendent.

Adopted: May 21, 1987

Revised: August 17, 2000; January 15, 2004

Legal Reference: ORC 3313.20

## **KJA - DISTRIBUTION OF MATERIALS IN THE SCHOOLS**

The District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material. In order to protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the District, the following requirements apply to the distribution of non-school sponsored material on school property and at school activities.

### Prior Approval Required

Individuals or groups not affiliated with the District, who desire to distribute materials to the members of the school community, must first receive approval of such materials through the Superintendent/designee.

Students and staff members who desire to distribute materials to members of the school community must first receive approval from the building principal and when in doubt the Superintendent.

### Types of Material Restrictions

Materials must be approved if they fall under one of the following categories:

1. publications of services, special events, public meetings or other items of interest to students or parents/guardians;
2. paid advertisements on District property, including but not limited to billboard advertisement;
3. paid advertisements on or in school-sponsored publications, yearbooks, announcements and other school communications and/or
4. products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products.

### Manner and Mode of Distribution

The Superintendent/designee may approve the use of District time, personnel and resources in the distribution of materials if the materials are of an educational nature. The Superintendent will not, however, approve the use of District time, personnel or District resources for

distribution if the materials are not of an educational nature and/or considered to be conducting business by soliciting participation, campaigning for membership or registering participants.

The building principals designate appropriate times, locations and means for which distribution of non-school-sponsored materials is appropriate. Determinations are made on a case-by-case basis.

Distribution with or without District involvement does not mean to imply sponsorship or support for that which the materials endorse. The District takes no responsibility for problems arising between the sponsoring individual or group and the student or staff member who accepts the materials.

### Limitations on Content

Non-school literature is not distributed on District property if:

1. the materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience;
2. the materials endorse actions endangering the health or safety of students;
3. the distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person;
4. the materials contain defamatory statements about public figures or others;
5. the materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
6. the materials are hate literature or similar publications that scurrilously attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others or
7. there is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Failure to comply with this policy regarding distribution of non-school literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked.

Adoption date: February 20, 2020

LEGAL REFS.: U.S. Const. Amend. I  
ORC 3313.20; 3313.47; 3313.66; 3313.661

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

## KK - SCHOOL VISITORS

The Board welcomes and encourages visits to schools by parents, other adult residents of the community, and interested educators. But, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke the following visitor controls.

- A. No person shall trespass or loiter in any school building of this District or on the grounds thereof or on other grounds owned or used by the School District.
- B. All persons entering a school building shall immediately report their presence to the building office. The principal shall require all visitors to properly identify themselves.
- C. Any parent wishing to visit a school/classroom which his or her child attends may do so only by making prior arrangements with the building principal. A class may occasionally be involved in an activity, such as the administration of standardized examinations, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions the principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.
- D. In the event a person who is not a parent of a child attending the particular school desires to visit a particular classroom or classrooms, this wish should be communicated to the principal prior to the visitor's arrival at the school. If for any reason the visit would interfere with the program planned for the classroom in question on the day of the proposed visit, the principal shall advise the proposed visitor of the scheduling problem, and shall at that time, arrange a definite day of visitation. In the event a person who is not a parent arrives at a particular school, not having made advance arrangements as set forth herein, whether he or she shall be permitted to visit the school or classroom shall be at the discretion of the principal.
- E. A teacher shall not admit a visitor to his or her classroom unless the visitor is either accompanied by the principal or some person designated by the principal, or presents to the teacher approved identification.
- F. While visiting in a classroom under the aforementioned conditions, a visitor shall not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, he or she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.
- G. In order not to unreasonably interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom.
- H. When a visitor leaves the classroom, unless otherwise arranged with the principal's office, he or she will return directly to the principal's office, and promptly leave the building.
- I. A parent having more than one child in the same school may visit each child's classroom, proceeding from one class to the other. In the event a visitor who is not a parent desires to visit more than one classroom in a building the principal may require that he or she return to the principal's office after visiting each classroom in order that he or she may be directed to the next classroom he or she desires to visit, and to enable the principal's office to have full knowledge at all times of the number and whereabouts of visitors in the building.

Legal Reference:

O.R.C. §§3313.20, 2911.21, 2923.1212

- J. The principal shall have complete authority to exclude from the school premises any persons whom he or she has reason to believe are disruptive to the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act. If the person refuses to leave, the principal may summon assistance from the appropriate law enforcement agency.

Rules regarding the entry of persons upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In Addition, a sign shall be posted in a conspicuous location in each building and on each parcel of real property owned or controlled by the Board of Education stating the following:

“Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises or into a school safety zone.”

Adopted: January 15, 2004

Revised: April 15, 2004

## KL - PUBLIC COMPLAINTS AND GRIEVANCES

Any person or group having a legitimate interest in the schools of this District shall have the right to present a request, suggestion, complaint, or grievance concerning personnel, the program, or the operations of this District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the School District by direct discussion of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

A. Matters Regarding a Teaching Staff Member

First Level: If it is a matter specifically directed toward a teaching staff member, the matter should be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District rules and regulations. This communication should be stated in writing or by appointment with the teaching staff member. As appropriate, the staff member shall report the matter, and whatever action may have been taken, to the building principal.

This level does not apply if the matter involves alleged child abuse, substance abuse, sexual harassment, or any other serious allegation that may require investigation or inquiry by the administration prior to approaching the teaching staff member.

Second Level: If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the building principal.

Third Level: If a satisfactory solution is not achieved by discussion with the building principal, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it;
2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. The action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

Fourth Level: Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request in writing, a meeting with the Board.

The Board, after reviewing all material relating to the matter, may grant a meeting with the Board. The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

B. Matters Regarding an Administrative Staff Member

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part A shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level the matter shall be brought, as required, to higher levels terminating with the Board.

C. Matters Regarding a Classified Staff Member

In the case of a complaint directed toward a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought, as required, to higher levels in the manner prescribed in Part A.

D. Matters Regarding a Program or Operation

If the request, suggestion, complaint, or grievance relates to a matter of District or school policy, procedure, program, or operation, it should be addressed, initially, to the building principal or the head of the classified department who is most directly concerned, and then brought, in turn, to higher levels of authority in the manner prescribed in Part A.

E. Complaints Regarding Instructional Materials

Occasional objections to a selection of reading or instructional materials may be received by media personnel or teachers which may be handled immediately to the satisfaction of the individual. If not, the following procedure should be initiated:

1. The criticism is to be addressed to the building principal, in writing, and shall include:
  - a. Author;
  - b. Title;
  - c. Publisher;
  - d. The complainant's familiarity with the material objected to;
  - e. Sections objected to, by page and item; and
  - f. Reasons for objection.
2. Upon receipt of the information, the building principal may appoint a review committee, which may consist of one (1) or more professional staff members including the librarian.
3. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - a. The appropriateness of the material for the age and maturity level of the students with whom it is being used;
  - b. The accuracy of the material;
  - c. The objectivity of the material; and
  - d. The use being made of the material.
4. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
5. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) school days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of action taken or recommended.
6. The complainant may appeal this decision, within fifteen (15) school days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
7. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) school days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Adopted: February 18, 1982

Revised: October 19, 1982; January 15, 2004



**KLB - 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 materials 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 individuals 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.

Adopted: February 19, 2009

### **KLD - Public Complaints About District Personnel**

Complaints about personnel are investigated fully and fairly. Before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints are disregarded.

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

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

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

Adopted: February 19, 2009

**KLD-R 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 that includes or implies a demand for action by District authorities. Other comments and suggestions are referred informally to appropriate personnel. If the complaint is related to a claim of sexual harassment, the District's Title IX sexual harassment grievance process will be followed prior to following the process outlined below.

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

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

Approval date: October 15, 2020

## KM - COPYRIGHT LAW

The federal copyright law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using audio, visual, or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- A. The purpose and character of the use. The use must be for such purposes as teaching or scholarship and must be nonprofit.
- B. The nature of the copyrighted work. Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. The amount and substantiality of the portion used. In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- D. The effect of the use upon the potential market for or value of the copyrighted work. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the Indian Creek Local Board of Education encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of personnel to abide by the copyright law. Under no circumstances shall it be necessary for employees of the Indian Creek Board of Education to violate copyright requirements in order to perform their duties properly. Therefore, the Indian Creek Board of Education cannot be responsible for any violation of the copyright law by its employees or any other person(s) using district copy equipment.

Adopted: January 15, 2004