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\* District policies included in this manual

## 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 18, 2002]

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

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

## PUBLIC'S RIGHT TO KNOW

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

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

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

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

All records responsive to the request are made available within a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

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

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

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

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another service delivery 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. 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 will be charged for copies and/or delivery. The District requires the fee charged for copies and/or delivery be paid in advance.

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

[Adoption date: June 18, 2002]  
(Revision date: February 20, 2007)  
(Revision date: September 18, 2007)  
(Revision date: August 16, 2016)

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

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

*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 18, 2002]

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

CROSS REF.: EBD, Crisis Management

## NEWS RELEASES

The procedures regarding news releases are as follows.

1. The Board President is the official spokesperson for the Board, except as this duty is delegated to the Superintendent or another Board member.
2. News releases which are of a Districtwide nature or pertain to established Board policy are the responsibility of the Superintendent or a designated member of the administrative staff.
3. News releases which are of concern to only one school, or to an organization of one school, are the responsibility of the principal of that particular school.
4. The Board expects the administration to maintain a vital and effective link with the media sources of the community. This includes a variety of forms and forums. This effort is directed by the Board President or his/her designee.

(Approval date: June 18, 2002)

## 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. Persons interested in taking photographs, broadcasting or recording board meetings should notify the Board of their interest in doing so.
2. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and no commentary is to be given in a manner that distracts Board members or the audience.
3. The Board has the right to halt any recording that interrupts or disturbs the meeting.

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

[Adoption date: June 18, 2002]  
(Revision date: December 19, 2017)

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

CROSS REFS.: BD, School Board Meetings  
BDDH, Public Participation at Board Meetings (Also KD)

## TAX ISSUES

The Board examines financial needs in advance of any levy or bond elections. The Board provides the public with information on school building needs and on levy and bond elections. It does not use District funds to promote approval of school-related tax issues.

Tax reduction factors are considered in coordination with the Sexennial Reappraisal and/or the Triennial Update in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: June 18, 2002]  
(Revision date: August 18, 2015)

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

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

## COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

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

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

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

### Federal and State Programs

The Board authorizes and encourages parent and community input into and involvement/participation in activities which are a part of proper implementation of federal and state programs. Such activities as attending parent meetings (building, District and state) and providing input into priority expenditures of allocated funds for all federal and state-funded programs are encouraged.

[Adoption date: June 18, 2002]

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

CROSS REFS.: BCE, Board Committees  
BCF, Advisory Committees to the Board  
BCFA, Business Advisory Council to the Board  
FL, Retirement of Facilities

Lucas Local School District, Lucas, Ohio

## PUBLIC PARTICIPATION AT BOARD MEETINGS

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

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 15 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 15 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board, present and voting.

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

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 121.22  
3313.20

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

*THIS IS A REQUIRED POLICY*

## COMMUNITY INSTRUCTIONAL RESOURCES

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

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

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

[Adoption date: June 18, 2002]

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

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

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

[Adoption date: June 18, 2002]  
(Revision date: December 20, 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*

### LUCAS LOCAL SCHOOLS FACILITY USE APPLICATION

NAME OF ORGANIZATION: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

DATE(S) APPLIED FOR: \_\_\_\_\_ TIMES: \_\_\_\_\_

DATE MASTER CALENDAR CHECKED: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

**LOCATION DESIRE:**

**ELEMENTARY SCHOOL**

- \_\_\_\_\_ Cafeteria
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Lounge
- \_\_\_\_\_ Other

**MIDDLE SCHOOL**

- \_\_\_\_\_ Gymnasium
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Library
- \_\_\_\_\_ Other

**HIGH SCHOOL**

- \_\_\_\_\_ Gymnasium
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Library
- \_\_\_\_\_ Other

**RENTAL FEE CHARGES:** Fees are established by the Lucas Board of Education. Charges are based upon established rates as approved in Board Policy KG-R, Use of School Facilities, that will accompany an approved Facility Use Application.

Rental Rates: \_\_\_\_\_ Other: \_\_\_\_\_ TOTAL DUE: \_\_\_\_\_ TOTAL PAID: \_\_\_\_\_

Custodial (By request or policy only) Name: \_\_\_\_\_ Number Needed \_\_\_\_\_ Number of hours \_\_\_\_\_

Additional Equipment Needed: \_\_\_\_\_

Information concerning this application: \_\_\_\_\_

This permit is *not* transferable.

The applicant assumes complete responsibility for the rented school facilities. These facilities must be secured (doors and windows locked) and must be left in the condition in which they were found. The applicant agrees to pay for any damages to or cleaning of rented facilities in addition to the rental indicated.

Fees for the use of school facilities will be payable to **Lucas Local School District**.

No custodian will be available unless requested or unless the size of the group would require a custodian as stated in the building usage policy.

It should be noted that for a group to be considered **LOCAL** it must be located in the school district or have a membership composed of **NOT LESS THAN 80% LOCAL residents**. Any group not meeting this requirement will be charged the non-local group rate.

Any questions concerning the usage of a building or any special instructions should be directed to the building principal.

**PLEASE NOTE:** The school fire alarm system does not activate the Fire Department.

In case of fire: ***pull alarm and call 911.***

NAME OF PERSON MAKING APPLICATION: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF BUILDING PRINCIPAL: \_\_\_\_\_

CUSTODIAN - **Inspect Locker Rooms, Gym, Storage, Stage, Rest Rooms, and Cafeteria**  
BEFORE \_\_\_\_\_  
AFTER \_\_\_\_\_ **Secure All Doors.**

**COPIES TO:**

- HS-Principal, Secretary-Teacher-Custodian
- MS-Principal, Off.Aide-Teacher-Custodian
- ES-Principal, Secretary-Teacher-Custodian
- Maintenance-Supervisor
- MS Library/HS Library
- FOOD SERVICE-Supervisor
- Superintendent
- Technology Coordinator

**IF A SPECIAL SET-UP IS REQUIRED, PLEASE PUT A DIAGRAM ON THE BACK OF THIS FORM**

REVISED 09-17

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(Revised – March 15, 2005)

USE OF SCHOOL FACILITIES  
(Equal Access)

Procedure for Request to Use School Facilities

1. Application to use school facilities is to be submitted at least two weeks prior to the date that the use of the facility is requested.
2. Obtain a Facility Use Application form and Hold Harmless Form from the building principal who is responsible for the specific building to be used. Complete both forms and return to the building principal.
3. For use of outside facilities obtain the forms from the Superintendent's Office. Complete and return the forms to the Superintendent's Office.
4. Whenever a fee is to be collected for the use of school facilities, the Board must approve the Facility Use Application form. The Superintendent has the authority to approve Facility Use Applications when the Board is not in session.
5. Information on the Facility Use Application form must be correct and properly represented. If it is discovered that the application is a misrepresentation, the request to use school facilities will be immediately canceled.
6. The Superintendent's Office will inform the group or organization if the request to use school facilities has been approved or not approved.

Care of Facilities

The following rules and regulations are to be observed by all groups when using school facilities. Failure to observe these rules will be cause for not approving future requests of the groups involved.

1. Each organization or group and the individual signing the Facility Use Application form shall be held responsible for damages to equipment or facilities under their care. The Board shall be the sole judge as to the extent of damages and determine what to charge the organization or group.
2. All areas of use shall be returned to the condition in which they were found. Decorations shall be taken down and removed from the building. Such activities shall be done under supervision of the person in charge or of a school custodian.
3. All fire exits are to be kept prominent and unrestricted at all times. Fire lanes shall be kept open and exit lights shall remain on.
4. Playing on the gym floors is permitted only when they have been designated or rented for that purpose. Only appropriate soft-soled shoes that do not mark the floor shall be worn on the gym floor.

5. Use of intoxicating beverages or illegal drugs will not be permitted and those obviously engaged in these activities or under the influence will not be allowed in the buildings. Charges may also be filed with legal authorities.
6. All activities must end by 11:00 p.m. unless special arrangements have been made through the Superintendent's office. If activity goes beyond the normal working hour of the building custodian, the opening/closing fee will apply.

Fees

1. There will be no charge for school sponsored groups or organizations or school support groups (i.e. FFA Alumni, Boosters, Lions Club – Lucas Youth League, Lucas Soccer League, 4-H, Scouts, Pee Wee Football) for use of any school facilities.
2. There will be no charge for Friendly House Basketball Teams to use the High School gym and locker room provided that 100% of the participants live within the Lucas Local School District. If the participants are less than 100%, Friendly House Basketball Teams will pay the rates established for outside groups or organizations.
3. The use of the school's outside facilities such as athletic fields will be reviewed on an individual basis because of many variable factors such as weather, scheduled school related events, water usage, electric usage, etc.
4. The use of the kitchen area in the Cafeteria is subject to regulations established by the Health Department. The Food Service Supervisor must be notified and has the right to be present for the time that the kitchen is being used. The supervisor may assign another Food Service employee in his/her place. There will be either a charge of the employee's hourly rate per hour or the employee may waive the charge. The Food Service Supervisor may also decide not to have an employee present during the use of the kitchen. If this occurs, the Food Service Supervisor must meet with the person responsible prior to the event or else the kitchen will not be used.
5. Fees are payable to the Lucas Local School District. If any additional fees are incurred, the Treasurer will bill the group or organization.

RENTAL FEES:	Groups/Organizations Within Our School District *	Groups/Organizations Outside Our School District
High School Gym	\$12.00 per hour	\$24.00 per hour
Middle School Gym	\$20.00 per hour	\$40.00 per hour
Classrooms	\$10.00 per hour	\$20.00 per hour
Cafeteria	\$10.00 per hour	\$20.00 per hour
**Kitchen	\$10.00 per hour	\$20.00 per hour
Middle School Library	\$10.00 per hour	\$20.00 per hour
***Outside Fields	\$10.00 per hour	\$20.00 per hour
Unlocking/Locking Fee	\$20.00	\$20.00
(Custodian or Maintenance person)		

If the custodian must clean the areas after the activity has ended, an additional fee will be added. This fee will be computed at the custodian's hourly rate for time and one-half for each hour or partial hour required for cleaning. This includes fee for custodian to extend their normal working hours.

The Board reserves the right to waive fees if the Board chooses to do so in special circumstances. The Middle School may not be rented during the duration of the High School Basketball season. (The official start of Girls Basketball practice to the conclusion of Varsity Tournaments.)

\*Groups/Organizations are classified as within our School District if they are located within the School District and at least 80% of the participants at the activity are residents of our School District.

\*\*May also include the hourly rate per hour for a Food Service employee.

\*\*\*Due to high maintenance cost, the football field may not be rented. Lights may not be used on outside fields without permission by the Superintendent. Full cost of operating lights will be the responsibility of the renting party.

#### Building Unlocking/Locking-Security

1. For security of school facilities, a custodian or maintenance person should be utilized for unlocking/locking of school buildings. If a custodian or maintenance person is not available, the school employee or Board approved volunteer who has been issued keys for the facility may unlock/lock but no \$20.00 fee will be assessed or paid to this person. This person becomes responsible for the security of the building and reporting any damage that may have occurred while the building was being used. Keys will not be issued to school employees or Board approved volunteers for the expressed purpose of unlocking/locking school buildings.
2. Groups or organizations who are using school facilities must be present within one-half hour of the time for which they are to be present to use the facility. The custodian will wait for one-half hour and if no one is present, the custodian will leave and the group or organization's Facility Use Application request will be canceled. However, the \$20.00 unlocking/lock fee will still be charged.
3. If more than one group or organization is using the same building on the same day, each group or organization will be assessed the locking/lock fee for their rental. The custodian will be present when a group or organization leaves the building in order to check the facility for any damage or breach of security. If a group leaves early they must notify the person designated to lock the facilities.

[Adoption date: June 18, 2002]

(Revision date: October 15, 2002)

(Revision date: February 15, 2005) - Unlocking/Locking Fee

(Revision date: March 15, 2005) - Effective August 1, 2005

(Revision date: March 17, 2009)

## PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by 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 the 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 18, 2002]  
(Revision date: June 14, 2004)  
(Revision date: February 20, 2007)  
(Revision date: September 15, 2009)  
(Revision date: March 5, 2019)  
(Revision date: June 22, 2022)  
(Revision date: December 20, 2022)

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921  
Gun-Free School Zones Act; 18 USC 922  
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

## FAN BEHAVIOR AT ATHLETIC EVENTS

### INTRODUCTION

The Ohio School Athletic Association has recently stated:

### SPORTING CONDUCT

Concern regarding the unsporting conduct exhibited by fans exists throughout the country. Unruly fans and spectators that use inappropriate gestures or comments should be addressed by game management. Failure to require appropriate spectator comments and behavior often escalates into more serious conflicts. Game managers may be considered negligent if there is failure to control spectators. Officials are authorized to suspend a game until administrators address fan behavior.

(OHSAA directive to basketball officials – coaches – school administrators 2005)

### PURPOSE

The purpose of this policy is to establish standards of conduct for non-students who attend athletic events on school district property. This policy is intended to provide to administrators and coaches the tools necessary to allow athletic contests to be conducted without interference by unruly fans.

### POLICY

Any person, other than a Lucas student subject to the Student Discipline Code, who attends an athletic event on school district property, is expected to conduct themselves in an orderly manner. Persons taunting or threatening players, coaches or officials, using profane or obscene language or gestures, throwing any objects on the playing surface, or otherwise interfering with the conduct of the game will be required to leave school district property. No refund of the admission price will be made.

The decision to require an unruly fan to leave the premises shall be made by any school administrator or the athletic director and shall occur if directed by a game official. In the event an unruly fan refuses to leave, law enforcement shall be called.

Any person who is required to leave the premises under this policy shall not be admitted to any athletic events on school property for the remainder of the current sports season (fall, winter or spring) or a period of thirty days, whichever is longer. A second or subsequent offense shall result in a prohibition from attending any athletic event on school property for one year. A violation of either prohibition will be deemed trespassing.

Notwithstanding the foregoing paragraph, any fan removed from an athletic contest upon the order of a game official and who claims to be innocent of the violation charged may request the building administrator, athletic director or superintendent to immediately investigate the incident. If the building administrator, athletic director or superintendent concludes that the removal was unwarranted or based upon mistaken identity of the guilty fan by the game official, the prohibition of attending future athletic events imposed by this policy shall not be imposed. A finding by the building administrator, athletic director or superintendent that the game official was in error in identifying the fan shall not authorize the individual to return to the game, but will allow attendance at future athletic contests.

The administrator or athletic director shall advise the superintendent of all removal of fans under this policy except those determined to be wrongfully accused under the preceding paragraph. The superintendent shall notify the individual in writing and advise him/her that they may no longer attend athletic events for the term provided in this policy, and that a violation of this directive will constitute trespassing.

Any person prohibited from attending athletic events under this policy may appeal the superintendent's decision to this Board, which after a hearing shall sustain or overrule the superintendent's decision. Any person who attends an athletic event during the period of time which they have been notified by the superintendent that they are banned will be deemed a trespasser and law enforcement will be notified immediately for the purpose of filing a criminal complaint.

This policy does include the enforcement of State Issue 5, the "Smoke-Free Workplace Act."

[Adoption date: February 20, 2007]

LEGAL REFS.: 3313.20

CROSS REFS.: KGB, Public Conduct on District Property

## SMOKING ON DISTRICT PROPERTY

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

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. Smoking is prohibited in any area adjacent to a building in order to prevent smoke from entering through doors, windows, or the ventilation system. Smoking is prohibited in any enclosed area (a space covered by a roof and having at least three sides) on school property. Smoking is prohibited in any area inside any school athletic field.

The Board prohibits the use of electronic cigarettes in all District-owned, leased or contracted buildings and vehicles. These devices may be used in any Board-designated legally compliant outdoor smoking areas.

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

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

[Adoption date: June 18, 2002]  
(Revision date: February 20, 2007)  
(Revision date: March 6, 2018)

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

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

*THIS IS A REQUIRED REGULATION*

## 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 18, 2002]  
(Revision date: October 2, 2018)

LEGAL REFS.: ORC 9.20  
3313.36; 3313.47

CROSS REFS.: BHD, Board Member Compensation and Expenses  
FEE, Site Acquisition Procedures  
GBIA, Online Fundraising Campaigns/Crowdfunding (Also IGDFFA)

## PUBLIC SOLICITATIONS IN THE SCHOOLS

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

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

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

[Adoption date: June 18, 2002]  
(Revision date: October 2, 2018)

LEGAL REFS.: ORC 2921.43; 2921.431  
3319.321

CROSS REFS.: GBI, Staff Gifts and Solicitations  
GBIA, Online Fundraising Campaigns/Crowdfunding (Also IGDFFA)  
JL, Student Gifts and Solicitations  
KG, Community Use of School Facilities (Equal Access)  
KK, Visitors to the Schools

## ADVERTISING IN THE SCHOOLS

School-business relationships, based on sound principles and community input, contribute to a high quality education. Positive school-business relationships should be structured in accordance with the following principles:

1. Corporate involvement must support the goals and objectives of the District.
2. Programs of corporate involvement must be structured to meet identified educational needs, and must be evaluated for educational effectiveness by the District on an on-going basis.
3. Sponsored and donated materials are held to the same standards used for the selection and purchase of curriculum materials.
4. Public-private partnerships must be consistent with all labor contracts, competitive bid requirements and all applicable Federal, State and local laws, rules and regulations.
5. Public-private partnerships may not provide direct financial benefit to District employees, students, parents or Board members.

[Adoption date: June 18, 2002]  
(Revision date: December 19, 2006)  
(Revision date: August 15, 2017)

LEGAL REFS.: ORC 3313.20; 3313.47  
7 CFR, Subtitle B, Chapter 11, Part 210

CROSS REFS.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
EFG, Student Wellness Program  
IGDB, Student Publications  
IIBH, District Web Site Publishing

## ADVERTISING IN THE SCHOOLS

### General Guidelines

1. Any materials received or distributed as part of a public-private partnership must be age appropriate and in the best interest of students.
2. If the economic benefit from a partnership exceeds \$2,500 to a school or the District, the agreement must be in writing and approved by the Board.
3. If the agreement requires a contract, the contract may not be for longer than 1 (one) year, or provide for automatic renewals or extensions, nor may it subject the District to payment during periods beyond the length of the contract or in excess of the prorated benefit in the event of early termination, unless approved as such by the Board.
4. Marketing related to food and beverages must comply with the provisions of the District's student wellness policy, which allows the marketing and advertising of only those foods and beverages meeting applicable U. S. Department of Agriculture requirements.

### Exclusive Vending Agreements

1. No students will be used as agents for any District wide vendors in an exclusive arrangement to sell products or services to the community at large.
2. School supply lists are brand neutral and do not endorse any individual merchant.

### Sponsored Educational Materials and Advertising in the Curriculum

Sponsored educational materials, whether purchased or provided free of charge by the sponsor, are not used in the classroom unless the District has reviewed them and found them to meet the following standards:

1. Accuracy: Statements are consistent with established fact or prevailing expert opinion.
2. Objectivity: Points of view are fairly represented. If the subject is controversial, arguments are balanced. Any sponsor bias is clearly stated and references to differing views are made.
3. Completeness: The materials contain all relevant information and do not deceive or mislead by omission.
4. Language: Materials are both interesting and readable.

Logo Advertising on School Grounds

1. All company logos appearing on school property, including non-cash donations provided by sponsors, are for identification purposes only.
2. Logos are not permitted inside or on the outside of school busses.
3. Public signs expressing the District's appreciation of an enterprise's support for education are permitted if approved by the Superintendent/designee.
4. Students are not required to wear the logo of any manufacturer for any school activity.

[Adoption date: December 19, 2006]  
(Revision date: August 15, 2017)

## 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. distribution of promotional materials of a commercial nature to students or parents/guardians;
3. paid advertisements on District property, including but not limited to billboard advertisements;
4. paid advertisements on or in school-sponsored publications, yearbooks, announcements and other school communications and/or
5. products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products.

### Manner and Mode of Distribution

The Superintendent/designee may approve the use of District time, personnel and resources in the distribution of materials if the materials are of an educational nature. The Superintendent will not, however, approve the use of District time, personnel or District resources for distribution if the materials are not of an educational nature and/or considered to be conducting business by soliciting participation, campaigning for membership or registering participants.

The building principals designate appropriate times, locations and means for which distribution of 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.

[Approval date: June 4, 2019]  
(Revision date: September 1, 2020)

LEGAL REFS.: U.S. Const. Amend. I  
ORC 3313.20; 3313.47; 3313.66; 3313.661  
3320.01; 3320.02; 3320.03

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

## VISITORS TO THE SCHOOLS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.)

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

[Adoption date: June 18, 2002]  
(Revision date: September 15, 2009)

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

## RECRUITERS IN THE SCHOOLS

The Board will not impose any restriction on the presentation of career information to students that is not uniformly imposed on representatives of the armed forces, skilled trades, institutions of higher education, career-technical education providers, business, industry, charitable institutions, and other employers or prohibit the presentation of information or recruitment of students by those representatives for employment, employment training, or education on the District's campus. The Board provides equal access to any of the District's employment or placement services to all of the entities described in this policy. Scheduling of recruiting visits to the District is announced to the student body in advance. The District provides at least two opportunities per school year for recruiters to present information in person to all students in grades nine through 12, individually or in a group setting.

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

Names, addresses, school email addresses and telephone listings of secondary school students 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. The District notifies parents and students (age 18 or older) of their right to submit a written request not to release such information.

All recruiters are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

[Adoption date: December 18, 2002]  
(Revision date: September 13, 2005)  
(Revision date: June 20, 2006)  
(Revision date: June 5, 2018)  
(Revision date: December 20, 2022)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
20 USC 7908  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
National Defense Authorization Act: 10 USC 503; (P.L. No. 107)  
William M. (Mac) Thornberry National Defense Authorization Act for Fiscal  
Year 2021:10 USC 503 (P.L. No. 116-283)  
ORC 3313.471  
3319.321

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

## PUBLIC COMPLAINTS

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

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

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

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

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

[Adoption date: June 18, 2002]  
(Revision date: February 17, 2009)

LEGAL REF.: ORC 121.22  
149.43

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

***NOTE: 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 professional staff to select books and other materials supportive of the Board's educational philosophy and goals.

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

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

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

[Adoption date: June 18, 2002]  
(Revision date: December 21, 2010)

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*

CITIZEN'S REQUEST FOR RECONSIDERATION OF  
LIBRARY/CURRICULUM MATERIALS

Type of material (book, film, pamphlet, etc.) \_\_\_\_\_

\_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Complainant represents: Self \_\_\_\_\_

Organization \_\_\_\_\_

Other \_\_\_\_\_

1. To what do you object? (Be specific, cite pages, frames) \_\_\_\_\_

\_\_\_\_\_

2. What do you believe might be the result of reading or seeing this material? \_\_\_\_\_

3. For what age group do you recommend this material? \_\_\_\_\_

\_\_\_\_\_

4. Is there anything good about this material? \_\_\_\_\_

\_\_\_\_\_

5. Did you read or see the entire material? \_\_\_\_\_

What parts? \_\_\_\_\_

6. Are you aware of the judgment of this material by professional critics? \_\_\_\_\_

\_\_\_\_\_

7. What do you believe is the theme of this material? \_\_\_\_\_

\_\_\_\_\_

8. What would you like your school to do about this material? \_\_\_\_\_

Do not assign it to my child.

Withdraw it from all students as well as my child.

Restrict it to more mature students.

Send it back for re-evaluation.

\_\_\_\_\_  
Signature of Complainant

## PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it is referred to the school administration for study and possible solution. If the complaint is related to a claim of sexual harassment, the District's Title IX sexual harassment grievance process will be followed.

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 18, 2002]  
(Revision date: September 1, 2020)

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC 121.22  
149.43

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

CONTRACT REF.: Teachers' Negotiated Agreement

*THIS IS A REQUIRED POLICY*

## 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. 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 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 18, 2002)

(Revision date: September 1, 2020)

*THIS IS A REQUIRED POLICY*

## RELATIONS WITH SUPPORT ORGANIZATIONS

The Board appreciates the efforts of booster groups, parent-teacher organizations (PTOs), and other support organizations whose objectives are to promote, support or enhance the educational, athletic, cocurricular or extracurricular experiences of District students.

Prior to operating a support organization whose identity derives from the District or one of its schools, the support organization must receive approval from the Board. The Board's approval is contingent upon the support organization's compliance with applicable Board policies and accompanying regulations. No organization shall use the school/District's name, logo or mascot without this approval. The Board may revoke its approval of any support organization that fails to comply with the Board's policies or regulations.

Principals, athletic directors, and other staff members should work closely with the officers of any support organizations to provide a sustained system of activities that increase and enhance educational, athletic, cocurricular or extracurricular experiences for students. The activities must be integrated and balanced in accordance with the total District program and goals and must comply with all Federal, State, and local laws and regulations.

Donations to the District from support organizations must be made in accordance with all applicable Board policies. Acceptance of donated equipment or materials may depend upon compliance with, or experience related to, the Board's policy of standardizing materials and equipment.

School employees may not be directly compensated in any manner by District support organizations.

The Board strongly recommends that support organizations obtain general liability insurance coverage.

The Board may offer the opportunity for any approved nonprofit support organization to receive coverage under the District's liability insurance program to protect the organization against claims resulting from damage or injury resulting from any act or omission of the organization. Any support organization covered in this manner shall reimburse the Board for the cost of such insurance upon written notification from the Treasurer.

[Adoption date: June 18, 2002]  
(Revision date: September 19, 2006)  
(Revision date: September 20, 2022)

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.36; 333.47  
Ohio Ethics Commission Advisory Opinion 2008-01

CROSS REFS.: AE, School District Goals and Objectives  
KG, Community Use of School Premises (Equal Access)  
KGB, Public Conduct on District Property  
KH, Public Gifts to the District  
KI, Public Solicitations in the Schools  
KJ, Advertising in the Schools

## Relations With Support Organizations

The following regulations govern the relationship between the Board, District staff members, and any District support organization. The Board may revoke formal recognition of any support organization that fails to comply with the Board's policies or regulations.

### Annual Information

Upon formation and annually thereafter, each support organization must submit to the Superintendent/designee the following:

1. Names, telephone numbers and email addresses of each officer of the support organization. District officials or employees may not serve as officers of the support organization without prior authorization from the Board.
2. The support organization's bylaws, constitution and/or governance rules.
3. Financial information, which includes:
  - A. statement of income and expenditures;
  - B. statement of donations made to the District and
  - C. any other information used to determine financial solvency, as requested by the Superintendent/designee.
4. Tentative goals, objectives, projects and/or activities for the next school year.
5. Fundraising plans for the next school year.
6. Certification that the organization has complied with the Ohio Attorney General's charitable trust filing requirements.

Any changes made during the school year shall be submitted to the Superintendent/designee for review.

### Fundraising

Each support organization must work in collaboration with the District to ensure that the time, date, purpose, and location of fundraisers does not conflict with school or District programs or activities, and that the fundraiser is consistent with the goals and objectives of the school or District.

Fundraising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.

### Accounting

Support organizations should not use the school's tax ID number. Support organizations should not accept checks made out to the school and vice versa. School employees shall not have signature authority on any depository accounts for a support organization. The support organization shall not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or are binding upon the District or one of its school(s).

The support organization must permit the Superintendent/designee to review all financial books and documentation upon request and shall conduct a financial audit upon request of the Superintendent/designee. Such information may be submitted to the Board for review.

### District Facilities

Each support organization must abide by the policies and regulations established for community use of school premises.

Support 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 to complete the construction project.

[September 20, 2022]