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SECTION K: SCHOOL-COMMUNITY RELATIONS
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* These topics are not currently covered by Board policy.

SCHOOL-COMMUNITY RELATIONS GOALS

The Board recognizes that public schools belong to the people who support them by taxation and that it is vital to maintain good school and community relations.

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.
6. Any time there is a question of appropriateness or whether educationally related, the Superintendent/designee makes the final determination.

[Adoption date: May 17, 2004]

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

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

THIS IS A REQUIRED POLICY

COMMUNITY SERVICE FUND

The Board establishes a Community Service Fund for the following purposes to:

1. pay expenses relating to the recognition of members of the community;
2. provide scholarships or awards for students and
3. pay meeting expenses, such as meals or refreshments for meetings with area legislators, public officials, business leaders, members of the community, Board committees or Board study sessions.

The Board establishes an amount for the fund each year as part of the annual appropriation resolution. All expenditures from this fund shall be approved by the Superintendent/designee.

[Adoption date: May 17, 2004]

CROSS REF.: JI, Student Awards and Scholarships

PUBLIC'S RIGHT TO KNOW

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

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

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

Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the Treasurer, Superintendent or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. All other "personally identifiable information" about a student is generally exempt from disclosure. Student directory information is released unless parents have affirmatively withdrawn their consent to release in writing.

The District designates the following personally identifiable information contained in a student's education records as "directory information":

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations.

The District may ask that the request be put in writing, the District must notify the requestor that it is not mandatory to do so.

The District provides an opportunity for a records requestor making an ambiguous or overly broad request to revise the request by informing the requestor of the manner in which records are maintained.

If a public records request is denied, the District provides an explanation with legal authority as to the reason for the denial of the request.

If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.

The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

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

[Adoption date: May 17, 2004]

[Re-adoption date: June 25, 2007]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g

ORC 121.22

149.43

3319.321

OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
GBL, Personnel Records
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.

1. The Board welcomes all local news media representatives to attend its regular, special and study session meetings.
2. Representatives of the news media who are unable to attend a meeting of the Board may request a summary of important Board action.
3. The Superintendent/designee plans for periodic releases to the press and other communication media which provide information to the community concerning its schools and various phases of the school program.

[Adoption date: May 17, 2004]

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

CROSS REFS.: BCB, Board Officers
EBD, Crisis Management

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

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

[Adoption date: May 17, 2004]

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

TAX ISSUES

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

Tax reduction factors are considered in coordination with the sexennial property appraisal in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: May 17, 2004]

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

CROSS REF.: BCF, Advisory Committees to the Board

COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

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

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

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

[Adoption date: May 17, 2004]

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

CROSS REFS.: BCE, Board Committees
BCF, Advisory Committees to the Board
BCFA, Business Advisory Council to the Board
IF, Curriculum Development

THIS IS A REQUIRED POLICY

PUBLIC PARTICIPATION AT BOARD MEETINGS

The purpose of a Board meeting is to conduct the business of the District.

1. The Board conducts all meetings openly, except for executive sessions, as provided by State law.
2. The Board takes all action openly.
3. The Board conducts open deliberations leading to Board action, subject to the exceptions contained in State law.
4. In consideration of public concerns, the Board agenda includes time for the public to be heard.
 - A. Those wishing to be heard by the Board are encouraged to sign up in person or by telephone with the Treasurer, giving name, address, subject matter and whether representing an individual, group or organization. Consideration is given to the order in which requests are made.
 - B. Preference may be given to those speaking to an item on the meeting agenda and to residents of the District.
 - C. Nonresidents, other than staff, may be heard only with Board approval.
 - D. The Board may limit the number of persons speaking on the same subject.
 - E. The Board allows three minutes for each individual or up to 30 minutes in the agenda of regular meetings for a timely and orderly hearing of the public.
 - F. In the event time does not permit anyone who has signed up to be heard at a designated meeting, that person is given priority to speak at the next meeting.
 - G. Speakers must direct all comments to the Board President for timely consideration. If further information is necessary, the President refers the matter to the proper resource person for appropriate action.
 - H. The President may rule "out of order" any person using disrespect, obscenities or arguing a point. Personal attacks on school personnel and Board members are "out of order."
 - I. Each speaker is given a copy of these "Hearing of the Public" procedures before appearing before the Board.

- J. During the Hearing of the Public session, a citizen has only one turn to speak per Board meeting.

- K. Discussion is kept brief by all persons involved to permit greater participation during the allotted time.
- L. No person is permitted to speak on any individual Board employee grievance problem unless all Board grievance procedure steps have been exhausted and the case is not in litigation.

[Adoption date: May 17, 2004]

LEGAL REFS.: ORC 121.22
3313.20

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

THIS IS A REQUIRED POLICY

COMMUNITY INSTRUCTIONAL RESOURCES

Recognizing the value of community resources to the overall education of each student, the Board encourages District staff to involve community members and organizations in the education of its students.

Teachers arranging for speakers or other community volunteers are expected to notify the principal or designated building administrator in advance of each visit or program.

[Adoption date: May 17, 2004]

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

THIS IS A REQUIRED POLICY

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 entire community. To accomplish this objective, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit equal access to school facilities to community groups for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

The Superintendent/designee is responsible for administering the rental policies and procedures of the Board. Rental fees are established by the Board and modified upon recommendation by the Business Manager.

[Adoption date: May 17, 2004]

[Re-adoption date: September 10, 2007]

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

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

THIS IS A REQUIRED POLICY

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

The Board encourages the community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, specific regulations have been established. Exceptions governing rental/use of school facilities and grounds may be granted/denied on a case-by-case basis by the Superintendent/designee.

School affiliated and support organizations (Government Agencies, PTA/PTO, Sports Boosters, Youth Sports, Boy Scouts, Girl Scouts, Parks and Recreation Programs)

There shall be no charge for facility rental for school affiliated and support organizations, except during non-routine hours. Charges shall apply for any clean-up costs and food service personnel, if applicable.

Non-school related community groups, charitable organizations and non-profit organizations

There shall be a reduced rental fee for non-school related community groups, charitable organizations and non-profit organizations. Charges shall apply for any clean-up costs and food service personnel, if applicable.

Commercial (Any activity of a group at which fees for admission are charged or merchandise/products are sold)

Non-discounted rental fee. Charges shall apply for any clean-up costs and food service personnel, if applicable.

Minimum Length of Rental

Elementary school rentals shall be at a two hour minimum. All others shall require a four hour minimum rental.

Damage to the facilities, additional set-up, tear-down and clean-up

Additional charges will apply for any damages to the facilities, additional set-up, tear-down or clean-up costs incurred by the District. Renters who abuse the facilities or repeatedly cause excessive set-up, tear-down or clean-up costs to be incurred may either be charged a security deposit or may be banned from facility usage.

Separate Agreements

The Canton City Joint Recreation District and the various Canton Community Centers shall be covered under separate agreements with the Board.

Conditions Governing Use of School Facilities

1. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building is used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes.
3. On days when school is closed because of snow or other calamity, all activities scheduled for that date may be canceled or postponed.
4. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
5. No group will, under any circumstances, tamper with any electrical or heating controls.
6. There is no smoking in the buildings, facilities or on grounds.
7. The procedure for use of the football stadium, natatorium, field houses and other public access facilities follows the conditions outlined for the use of the buildings.
8. Special emphasis is given to providing sufficient law enforcement protection and supervision.
9. School-sponsored groups must have a staff member present at the activity. Nonschool-sponsored student groups must have a staff member present or an adult approved by the Superintendent or Business Manager/designee.
10. Groups which use school facilities must possess liability and property damage insurance.

Conditions Governing Use of School Grounds

The District's grounds are available for use by the residents of the District within established regulations.

1. School grounds are used only for purposes for which they are designed.

2. School grounds close at the following hours:
 - A. May through October 8:30 p.m.
 - B. November through April 6:00 p.m.
3. There is no smoking in the buildings, facilities or on grounds.
4. No alcohol or drugs will be carried onto school property at any time.
5. No person is permitted on school property while under the influence of alcohol or drugs.
6. No parking on any area that is not a designated parking area.
7. School grounds are available on a “first come” basis.
8. No overnight parking of vehicles.
9. No cleaning or repair of vehicles on school property.
10. No loud music or excessive noise.
11. No fighting on school property.
12. No action may be exhibited that creates a hazard to any person or property.

Permits

A permit is necessary when a group or organization not part of the District wants to use a school building or grounds. An applicant for a permit must assure the Superintendent/designee that the group/organization complies with all regulations and respects the property, equipment and grounds of the school. A sponsoring organization or group must indicate that it:

1. intends to provide a program which promotes the welfare of the community and be for community purposes;
2. guarantees orderly behavior;
3. underwrites any damages due to its use of the premises;

4. pays for the use of equipment, property or grounds at the established rates;
5. possesses liability and property damage insurance and pays for law enforcement protection.

The following described activities are those which are permitted in school buildings or on school grounds without charge to the using organization or group. The Superintendent/designee is responsible for approving or disapproving requests for such use.

1. Permits are not required for activities such as school activities on school days which do not require the assignment of overtime to custodial personnel and which do not extend beyond the hour of 6:00 p.m. A permit is not required for the principal's use of the building for such purposes as holding conferences or small group meetings of faculty, parents or students. When the building is used without the services of custodial staff, the principal is responsible for the care and security of the building.
2. A "Superintendent's Permit" must be issued on a designated form. The following conditions are to be observed:
 - A. Afternoon meetings must end by 6:00 p.m. and evening meetings by 10:00 p.m.
 - B. Fees are assessed in accordance with a schedule adopted annually by the Board. The Board has the authority to waive fees as it deems appropriate.
 - C. Permission must be obtained from the principal for the use and rearrangement of any school equipment or furniture. If such items are to be moved, they are moved by the using organization and replaced in the original location.
 - D. Snacks, only, may be served provided that care is taken to ensure that the area used is left as clean as it was before the meeting.
 - E. Service from the custodial staff is to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the facilities to be used and closing up and properly securing the facilities when the organization has left.

Processing the Permit Application

Application forms are available in the business office of the Superintendent. The application of a community group for a permit to use a school building or facilities is filed with the business office at least 30 days prior to the date of the proposed use. After the application is cleared by the principal, it is sent back to the business office at least 10 days in advance of anticipated use. The business office arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official notifies the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use.

Use of Special Equipment

The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware requires the assignment of a food service worker.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure.

It is a general policy not to loan school equipment to outside groups. An exception may be made if a staff member accompanies the group and operates the equipment and the request is approved by the Superintendent/designee.

(Approval date: May 17, 2004)

(Re-approval date: September 10, 2007)

THIS IS A REQUIRED REGULATION

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 Canton City Board of Education or either party's agents or employees, or otherwise.

PUBLIC CONDUCT ON DISTRICT PROPERTY

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

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

No person 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.

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

[Adoption date: May 17, 2004]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921
ORC 2907.03
2909.05-2909.07
2923.1212; 2923.122
3313.20

CROSS REFS.: KG, Community Use of School Facilities (Equal Access)
KGC, Smoking on District Property
KK, Visitors to the Schools

SMOKING ON DISTRICT PROPERTY

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

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings, facilities and buses where routine or regular kindergarten, elementary, secondary or library services are offered to children.

Violation of this policy by members of the public could lead to removal from Board property.

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

[Adoption date: May 17, 2004]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081-6084
ORC 3313.20
OAC 3301-35-02

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

THIS IS A REQUIRED POLICY

NONCURRICULUM STUDENT GROUPS

The Board will adhere to the principles set forth by the Equal Access Act of 1984 with respect to meetings of noncurriculum-related student groups on secondary school premises.

1. All meetings must be scheduled with the concurrence of the school principal. The meetings must be scheduled to occur before or after regular instructional hours.
2. The meeting must be voluntary and initiated by students.
3. The meeting must not be sponsored by the school, the government or their agents or employees.
4. School employees may be present at the meeting only in a nonparticipatory capacity. Current administrative procedure requires that a school employee must be in attendance as a monitor at any student meeting.
5. The meeting must not materially and substantially interfere with the orderly conduct of educational activities.
6. Nonschool persons may not direct, conduct, control or regularly attend activities of noncurriculum-related student groups.

[Adoption date: May 17, 2004]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Title VIII, Section 801
ORC 3313.75; 3313.76; 3313.77; 3313.79
OAC 3301-35-02

CROSS REF.: KG, Community Use of School Facilities (Equal Access)

PUBLIC GIFTS TO THE DISTRICT

The Board considers all gifts as property of 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/designee, who submits the request to the Board.

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: May 17, 2004]

LEGAL REFS.: ORC 9.20
3313.36; 3313.47

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

PUBLIC SOLICITATIONS IN THE SCHOOLS

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

Outside organizations or individuals are not permitted to advertise events or sell tickets, articles or services unless sponsored or endorsed by the appropriate school authorities. All information, advertising, tickets or articles must carry the name of the sponsor.

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

[Adoption date: May 17, 2004]

LEGAL REFS.: ORC 2921.43; 2921.431
3319.321

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

ADVERTISING IN THE SCHOOLS

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

Announcements from commercial book clubs which are sponsored by publishing firms and approved by the Superintendent may be made to students.

[Adoption date: May 17, 2004]

VISITORS TO THE SCHOOLS

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

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

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on the grounds.

In order to select a time that is educationally appropriate for school or classroom visits, prospective visitors are expected to request prior permission from the building principal.

In consultation with the teachers, the principal determines the appropriate time for the visit, the length of time and the number of visitors.

During school or classroom visits, there shall be no interruption of classroom proceedings.

The use of recording devices during regular class time is prohibited unless authorized by the principal.

[Adoption date: May 17, 2004]

LEGAL REF.: ORC 3313.20

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

RECRUITERS IN THE SCHOOLS

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

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

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

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

[Adoption date: May 17, 2004]

[Re-adoption date: July 18, 2006]

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

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

DEPARTMENT OF PUPIL SERVICES

Notice to principal:

Board of Education policy lists directory information as follows:

1. name
2. address and telephone number
3. date and place of birth
4. extracurricular participation
5. achievement awards or honors
6. weight and height, if a member of an athletic team
7. date of graduation
8. major field of study

Federal and State law requires us to notify parents of their rights to deny the release of directory information. The following notice and denial form is to be provided to each family in order to comply with this mandate. Please note: if you want Directory Information Forms returned to someone other than your school secretary, please make the change.

DIRECTORY INFORMATION
DENIAL FORM

DIRECTORY INFORMATION

State law does not restrict the release of directory information of students except to prohibit its release for profit-making activities. Directory information includes name, address and telephone number, date and place of birth, extracurricular participation, achievement awards or honors, weight and height (if a member of an athletic team), dates of attendance, date of graduation and major field of study. Ohio Revised Code also requires the release of directory information of high school students in grades 10 through 12 to military recruiters, unless the student (over 18) or his/her parent specifically requests such information not be released. If you do not want directory information about your child released, you must fill in the form below and return it to your child's building records secretary. All forms must be received by October 1 of the current school year. Denial forms will be valid for a period of one year.

DIRECTORY INFORMATION DENIAL FORM

I, hereby, request that _____ not release
Name of School

directory information about my children. (Please use a separate form for each school).

Children's Names

Grade

Parent's Signature

Date

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, the Superintendent and then the Board.

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

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: May 17, 2004]

LEGAL REF.: ORC 121.22

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

THIS IS A REQUIRED POLICY

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the instructional 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 instructional 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: May 17, 2004]

LEGAL REFS.: ORC 121.22
3329.07; 3329.08; 3329.09

CROSS REFS.: IIA, Instructional Materials
IIAA, Textbook Selection and Adoption

Canton City School District, Canton, Ohio

IIAC, Media Center Materials Selection and Adoption
INB, Studying 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

Written and signed complaints about personnel are investigated fully and fairly. Oral complaints may be investigated at the District's discretion. Anonymous complaints may be disregarded.

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

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

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

[Adoption date: May 17, 2004]

LEGAL REFS.: ORC 121.22
149.43

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

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreements

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.

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: May 17, 2004)

THIS IS A REQUIRED REGULATION

RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

The Board supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of the District, parental/booster organizations share responsibility with the Board for the welfare of participating students.

Organizations desiring to use the name or offices of the District to organize students must obtain the approval of the Board as a prerequisite.

Principals and staff members need to work closely with the officers of all parent/booster organizations to provide a sustained system of activities that increase and enhance the educational opportunities for students. The activities must be integrated and balanced in accordance with the total District educational program and District goals and objectives and must comply with all State and local law and regulations.

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

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

Parent and booster organizations that wish to construct anything on school property must have the permission of the Board in advance of the construction project. The organization must provide the Board, in writing, proof of financial stability and that funds are available for the construction project.

Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board's policy of standardizing materials and equipment.

Parent and booster groups should be encouraged to conduct annual audits of their financial records.

Parent and booster organizations must abide by all District policies and rules as well as the following list.

1. Parent and booster organizations will not use the school's tax ID number.
2. Parent and booster organizations will not accept checks made out to the school and vice versa.
3. District officials should not have a leadership role in booster organizations.
4. Fund-raising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.
5. Documentation on ownership of property and fund-raising activities is required.
6. The use of the District name and emblems must be authorized.
7. Parent and booster organizations may be asked to submit their bylaws to the Superintendent for review and approval as well as annual reports on income, expenses and balance sheets.

[Adoption date: May 17, 2004]

[Re-adoption date: January 22, 2007]

LEGAL REFS.: ORC 3313.20; 3313.47

CROSS REFS.: AE, School District Goals and Objectives
IGDG, Student Activities Funds Management
KG, Community Use of School Facilities (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
KK, Visitors to the Schools

RELATIONS WITH BOOSTER ORGANIZATIONS

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

[Adoption date: May 17, 2004]

LEGAL REF.: ORC 3313.20

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