



TIFFIN CITY SCHOOL DISTRICT

Draft - Neola Policy Templates for Processing

Relations Templates

19 policies

October 12, 2026

Table of Contents

po9111	TELEPHONE COMMUNICATIONS
po9120	PUBLIC INFORMATION PROGRAM
po9130	PUBLIC COMPLAINTS
po9140	CITIZENS' ADVISORY COMMITTEES
po9141	BUSINESS ADVISORY COUNCIL
po9142	SITE-BASED MANAGEMENT COUNCIL
po9143	FAMILY AND CIVIC ENGAGEMENT TEAM
po9150	SCHOOL VISITORS
po9160	PUBLIC ATTENDANCE AT SCHOOL EVENTS
po9190	CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS
po9210	PARENT ORGANIZATIONS
po9211	DISTRICT SUPPORT ORGANIZATIONS
po9270	EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS & PARTICIPATION IN EXTRACURRICULAR FOR STUDENTS NOT ENROLLED IN THE DISTRICT
po9500	RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS
po9555	PARTNERSHIPS WITH BUSINESS
po9600	STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS
po9700	RELATIONS WITH SPECIAL INTEREST GROUPS
po9700.01	ADVERTISING AND COMMERCIAL ACTIVITIES
po9800	HIGH SCHOOL DIPLOMAS TO WORLD WAR II, KOREAN CONFLICT, AND VIETNAM CONFLICT VETERANS



RELATIONS TEMPLATES

po9111

TELEPHONE COMMUNICATIONS

9111 - **TELEPHONE COMMUNICATIONS**

The Board of Education is vitally interested in maintaining effective communication with parents, members of the community, vendors, and others who have dealings with the District. The Board realizes that although advances in technology provide the possibility of enhancing communications some innovations can also inhibit effective contact between the public and District personnel.

The Board directs that incoming calls during regular school hours to the central office and to each school and operations office be answered by a District staff member or volunteer and not by a computer-generated voice. This will ensure that each caller's concern is dealt with in an expeditious manner.

If, under certain rare circumstances it is not possible for a staff member or volunteer to be available to answer a telephone call to a main office number, a computer message may be substituted provided the message instructs the caller how to access a District employee who can take some type of action in response to the caller's need.

Telephone calls to extension numbers within the District may be answered by voice mail provided the caller is provided the alternative of dialing 0 and talking to a staff member or volunteer.

The telephone system should operate in such a way that a caller is able to talk directly to someone who can be of assistance to the caller. Lack of effective telephone contact could be critical.

© **Neola 1996**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45



RELATIONS TEMPLATES

po9120

PUBLIC INFORMATION PROGRAM

9120 - PUBLIC INFORMATION PROGRAM

The Board of Education believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Director of Community Engagement shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other District residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

© Neola 2009

Legal

R.C. 3301.0714, 3301.078, 3302.01 - .08, 3313.94

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45



RELATIONS TEMPLATES

po9130

PUBLIC COMPLAINTS

9130 - PUBLIC COMPLAINTS

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

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

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

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

H - As appropriate, the staff member shall report the matter and whatever action may have been taken to the Building Principal or Department Head, as applicable.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Building Principal or Department Head, as applicable, a written request for a conference shall be submitted to the Superintendent. This request should include:

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

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

D. Fourth Level

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

The Board, after reviewing all material relating to the case, shall

~~()~~ – provide the complainant with its written decision.

~~() – grant a meeting. — () – before the Board. — () – before a committee of the Board.~~

The complainant shall be advised, in writing, of the Board's decision, no more than ten ~~—~~ (10 ~~—~~) business days following the meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that they have ~~s/he has~~ no authority to act in their ~~his/her~~ individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent or Treasurer

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a meeting before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

Matters Regarding a Classified Staff Member

In the case of a classified staff member,

(-) – the same procedure is to be followed as for "Matters Regarding a Professional Staff Member".

~~(-) – the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".~~

Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Building Principal _____ and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130 F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. () - The criticism is to be addressed to the Building Principal _____, in writing, and shall include:

1. () - author;
2. () - title;
3. () - publisher;
4. () - the complainant's familiarity with the material objected to;
5. () - sections objected to, by page and item;
6. () - reasons for objection.

B. () - Upon receipt of the information, the Principal _____ () shall () may,

() after advising the Director of Teaching and Learning _____ of the complaint,

() and upon the _____ approval,

appoint a review committee which may consist of:

1. ~~()~~ - one (1) or more professional staff members including the Department Head _____;
 2. ~~()~~ - one (1) or more Board members;
 3. ~~()~~ - one (1) or more lay persons knowledgeable in the area.
- C. ~~()~~ - The Superintendent shall be an ex officio member of the committee.
- D. ~~()~~ - The committee, in evaluating the questioned material, shall be guided by the following criteria:
1. ~~()~~ - the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. ~~()~~ - the accuracy of the material
 3. ~~()~~ - the objectivity of the material
 4. ~~()~~ - the use being made of the material
- E. ~~()~~ - The material in question
- ~~()~~ - may be
~~()~~ - may not be
- withdrawn from use pending the committee's recommendation to the Superintendent.
- F. ~~()~~ - The committee's recommendation shall be reported to the Superintendent in writing within ten _____ (10 _____) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. ~~()~~ - The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. ~~()~~ - The Board shall review the case and advise the complainant, in writing, of its decision within thirty _____ (30 _____) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be

removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

© Neola 2002

Legal

20 U.S.C. 1232h

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45



RELATIONS TEMPLATES

po9140

CITIZENS' ADVISORY COMMITTEES

9140 - **CITIZENS' ADVISORY COMMITTEES**

The Board of Education may establish citizen advisory committees when there is a definite function to be performed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizen advisory committees shall be made by the Superintendent. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new problem or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Superintendent, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the Superintendent. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the Superintendent.

(H) — with the advice of the President.

The Superintendent shall transmit the contents of any communication from a committee to the Board.

(H) — at the next regular meeting of the Board.

When a committee is ready to submit a report on its assigned topic, the Superintendent shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

© Neola 2009

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45



RELATIONS TEMPLATES

po9141

BUSINESS ADVISORY COUNCIL

9141 - BUSINESS ADVISORY COUNCIL

The Board of Education recognizes the increasing importance to the nation's productivity and future well-being of its citizens that students enter the labor market with employable skills and attitudes. The Board and staff of the District also recognize that the necessary educational effort involves close cooperation among interested parties and that decisions regarding the curriculum should not be made without appropriate input from those affected by the educational results.

In order to obtain more effective assistance from one group particularly affected by the students' entry-level skills, the potential employer, the Board shall establish a Business Advisory Council to serve as a continuing advisory group to the Board and administration.

[OPTION]

~~The Board of Education has entered into an agreement with the _____ Educational Service Center so that the ESC's business advisory council will represent the businesses of the District. Regular updates from the council shall be reviewed by the Board.~~

[END OF OPTION]

The Council shall further provide recommendations to the Board delineating employment skills and developing curriculum to instill these skills, changes in the economy and the job market, and the types of employment in which future jobs are most likely to be available; and providing suggestions for developing a working relationship among businesses, labor organizations, and educational personnel in the District.

The Council shall operate in accordance with the standards established by the Superintendent of Public Instruction, in consultation with the Governor's Executive Workforce Board. The Council and Board will develop a plan specifying matters upon which the Council will advise and make recommendations to the Board. The plan shall be revised and updated annually.

The plan shall be filed with the Ohio Department of Education each year. The Council and the Board will issue a joint statement describing how the Board and the Council have fulfilled their responsibilities in accordance with policy and State law by March 1st each year.

Legal

R.C. 3313.82, 3313.821, 3313.822

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45



RELATIONS TEMPLATES

po9142

SITE-BASED MANAGEMENT COUNCIL

9142 - SITE-BASED MANAGEMENT COUNCIL

Note: Site-based management only applies to those Districts with an ADM of over 5,000 students as determined by R.C. 3317.03.

[] Option 1

In any year in which the performance designation of the District, as determined by the Ohio Department of Education, is not "effective", the Board of Education shall designate at least one (1) school to be operated by a Site-Based Management Council, hereinafter referred to as SBMC.

The membership of the SBMC shall include, but not be limited to:

- A. the building principal;
- B. teachers assigned to the school;
- C. classified staff;
- D. a number of parents, equal to the number of teachers on the SBMC, each with at least one (1) child in the school;
- E. up to three (3) community members
- F. () a member of the student body () with () without **[END OF OPTION]** voting rights.

The Board shall ensure that any change in the number of teachers, classified staff, or parent members of the SBMC shall result in the changes necessary to achieve parity of membership among these three (3) groups.

The teachers, classified staff,

() (and) parent

() (, and) student (if applicable)

representatives shall be elected by their respective constituencies, and shall be responsible for reporting back to those constituencies as well as for soliciting their group's views and assistance. The teachers, classified staff members, and parents elected to the SBMC shall, in turn, each appoint one (1) of the three (3) community representatives who will serve on the SBMC.

The Superintendent may remove a teacher or classified staff member who is serving on the SBMC with the concurrence of the constituency that the individual represents and in accordance with the policies and procedures of this Board. A parent member of the SBMC may be removed by action of the SBMC with the concurrence of the parent constituency that s/he represents and in accordance with the policies and procedures of the SBMC. A community member may be removed by action of the SBMC provided it has the concurrence of seventy-five percent (75%) of the SBMC members and it is done in accordance with the SBMC's policies and procedures.

The powers, duties, functions, and responsibilities of the SBMC shall include, but not be limited to:

- A. providing input for the guidelines, processes, and procedures to be established by the Board for selecting the principal;
- B. recommending to the Superintendent, for cause, as established by Board policy, the removal from the school of the principal, teacher(s), classified staff member(s), and/or other professional and paraprofessional staff member(s);
- C. recognizing the principal as chair and facilitator of the initial organizational meeting of the SBMC, during which a temporary chair will be selected to serve until provisions are adopted by the SBMC to select a permanent chair;
- D. facilitating the development of the *Continuous Improvement Plan* for the school;
- E. monitoring and evaluating the school's progress related to the goals and objectives specified in the *Continuous Improvement Plan*;
- F. preparing annually a budget for the operation of the school, and submitting it to the Superintendent and Board;
- G. monitoring the budget;
- H. preparing and communicating financial progress reports at least annually to the Board and the community.

The Board shall meet with the SBMC and agree on the procedures that will be followed for resolving any disagreements with regard to the powers, duties, functions, and responsibilities. These procedures shall include provisions for an independent, local mediator to be used to resolve such disagreements, and, if necessary, to provide binding arbitration. Current members of the State Board of Education or staff members of the Ohio Department of Education cannot serve as a mediator.

[END OF OPTION 1]

[] Option 2

In any year in which the performance designation of the District, as determined by the Ohio Department of Education, is not "effective", the Board of Education shall designate at least one (1) school to be operated by a Site-Based Management Council, hereinafter referred to as SBMC, and shall file with the Ohio Department of Education a proposal specifying the structure of that SBMC. That proposal must specify:

- A. the composition of the SBMC, including an equal number of parents and teachers, as well as the principal;
- B. the method of selection and removal of SBMC members;
- C. a clear delineation of the respective powers, duties, functions, and responsibilities of the Board and the SMC.

[END OF OPTION 2]

© Neola 1999

Legal

R.C. 3314.20

A.C. 3301-35-10



RELATIONS TEMPLATES

po9143

FAMILY AND CIVIC ENGAGEMENT TEAM

9143 - **FAMILY AND CIVIC ENGAGEMENT TEAM**

The Board of Education shall establish a Family and Civic Engagement Team to serve as a continuing advisory group to the Board and administration.

The Team shall be composed of ____ (__) members and shall include parents, community representatives, health and human service representatives, business representative, and other representatives

☐ from within the District

as identified by the Board.

☐ In addition, representatives from

☐ _____

☐ _____

☐ educational institutions

☐ governmental agencies

shall be invited to join the Team.

☐ ☐ A member of the Board ☐ The Superintendent ☐ _____ shall serve as the chairman of the Team.

☐ The Team shall ☐ annually **[END OF OPTION]** elect a chairman from among its members.

☐ who shall serve as co-chairman with the

☐ Superintendent of Schools.

☐ a member of the Board.

() _____.

The purpose of the Team shall be to:

- A. work with the _____ County Family and Children First Council (R.C. 121.37) to recommend qualifications and responsibilities to be included in the job descriptions for school family and civic engagement coordinators;
- B. develop five (5) year family and civic engagement plans;
- C. provide annual progress reports on the development and implementation of the plan;

The Board shall submit the plan and annual progress reports to the _____ County Family and Children First Council; and

- D. advise and provide recommendation to the Board on matters specified by the Board.

[] The Board may appoint one (1) committee to function as both the Business Advisory Council (Policy 9141) and the Family and Civic Engagement Team. Such a committee must perform all functions required of a Business Advisory Council and a Family and Civic Engagement Team. The committee's membership shall be determined by the Board, but shall include parents, community representatives, health and human services representatives and business representatives as prescribed by statute.

This Superintendent shall develop administrative guidelines which will guide the working relationship between the District, the Team/Committee, and the community.

© Neola 2010

Legal

R.C. 121.37, 3313.821, 3313.822



RELATIONS TEMPLATES

po9150

SCHOOL VISITORS

9150 - SCHOOL VISITORS

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

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

~~[1] Except as set forth in District policy or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.~~

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such

~~(+) - by the Board.~~

~~(-) - by the President.~~

~~(-) - by a committee chairman.~~

The Board member shall be visiting as an interested individual in a similar capacity to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, they ~~s/he~~ should discuss the situation first

~~(-) with the principal~~

~~(-) with the Superintendent~~

as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the School Board.

If the Board member believes the situation or condition serious enough, they ~~s/he~~ may wish to also inform the Superintendent.

© Neola 2011

Legal

R.C. 3313.20



RELATIONS TEMPLATES

po9160

PUBLIC ATTENDANCE AT SCHOOL EVENTS

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

For all school-affiliated events where admission is charged, cash shall be accepted as a method of payment. If concessions are offered, there will be at least one (1) concession stand that will accept cash. If concessions are sold on multiple floors, then at least one (1) location on each floor will accept cash. The cost of admission for school-affiliated events shall not vary based on payment method, except that the District may charge a processing fee for any ticket purchased online or by credit card. The cost of admission for a student enrolled in any school participating in the school-affiliated event shall be less than the cost of admission for an adult at the same event. Persons who receive cash at designated collection points will deposit the cash with the Treasurer/CFO on the next business day of receipt in accordance with Board Policy 6600.

[X] - No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed ~~(-) at any function sponsored by the District (-)~~ at any function occurring on Board property. **[END OF OPTION]**

[X] - Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Board Policy 9211 - District Support Organizations and Board Policy 9700 - Relations with Special Interest Groups. **[END OF OPTION]**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See Board Policy 8390)

Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned, leased, or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes, and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances (see Board Policy 7434).

Such prohibition also applies to

~~(-)~~ - school grounds

~~(-)~~ - [and] any school-related event,

~~(-)~~ - except at designated times

~~(-)~~ - and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

[END OF OPTIONS]

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, a recording can be made if the appropriate license authorizing such a recording has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event must obtain prior permission from the Superintendent.

All notices, signs, schedules, and other communications about school events must contain the following statement:

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the [Director of Student Services](#) if they require a reasonable accommodation."

© Neola 2024

Legal

R.C. 955.43, 1716.02, 1716.03

R.C. 3313.5319

28 C.F.R. Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended



RELATIONS TEMPLATES

po9190

CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS

9190 - **CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS**

It is the policy of the Board of Education to approve school sponsorship of functional occupational projects as part of the shop instruction related to the occupations being taught by the District school(s).

Functional projects may be accepted by the teacher with the approval of the

_____.

Careful consideration shall be given to each project to ensure that the service rendered is not being exploited and that the project is of educational benefit to the students.

Patrons shall be charged only for the actual cost of materials used in completing instructional projects. No tipping shall be allowed to any student or teacher. Signs shall be printed and posted in each shop indicating that no tipping is permitted.

© **Neola 2009**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45



RELATIONS TEMPLATES

po9210

PARENT ORGANIZATIONS

9210 - PARENT ORGANIZATIONS

The Board of Education 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 this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the Superintendent/Designee _____ as a prerequisite to organizing.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

ff Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

ff - The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

© Neola 2009



RELATIONS TEMPLATES

po9211

DISTRICT SUPPORT ORGANIZATIONS

9211 - DISTRICT SUPPORT ORGANIZATIONS

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, help meet the educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs.

Each support organization must maintain and provide proof of general liability insurance coverage. The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer.

H - Because of the connection between support organizations and the School District programs and students, and because of the common use of the School District name in connection with the organization's activities, the public perception may be that the organizations and their activities are school-sponsored and approved by the Board, notwithstanding the fact that such organizations are independent entities, are not agents of the Board, and are not under the control or authority of the Board. In order to prevent disruption to the District's educational programs and injury to the District's reputation by conduct and activities of a support organization which are inconsistent with the District's mission, only organizations formally recognized by the Board will be permitted to use the School District name, as well as any logos or other insignia or emblems associated with and used to identify the District and/or school-sponsored programs and activities.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:

- A. School employees and Board-approved school volunteers may not be directly compensated in any manner by District support organizations.

(+) - Additionally, school employees and Board members will not manage or have access to District support organization funds or serve as a voting member or officer of the organization.

~~[DRAFTING NOTE: It is highly advisable that school employees and Board members not serve as voting members or officers, or have any access or role in managing the organization's funds because when misconduct occurs, it may negatively impact their jobs, licenses, or any official role with the Board of Education.] [END OF OPTION]~~

- B. In addition to parents, membership should be made available to District staff and members of the community.
- C. Each District support organization shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board.
- D. It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board Policy.
- E. (+) - The organization shall permit the Board to review all financial books and documentation upon request and shall conduct a financial audit upon request of the Board. In addition, organizations must produce the following documents to the Superintendent and/or Treasurer upon request:
1. (+) - A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).
 2. (+) - A copy of the Articles of Incorporation or amended Articles of Incorporation on file with the Ohio Secretary of State (if applicable).
 3. (+) - A copy of any filing with the Ohio Attorney General (if applicable).
 4. (+) - A copy of the support organization's Bylaws and any amendments.
 5. (+) - A current list of names, addresses, and titles of each officer of the organization. No administrative employee of the School District may be an officer of the booster organization in order for the organization to obtain Board recognition.
 6. (+) - A description of the projects or activities the organization intends to undertake during the ensuing school year and the objective and goals of such projects or activities.
 7. (+) - The organization's balance sheet, together with an accounting of the organization's income and expenses for the preceding calendar year.

8. (H) - Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.
- F. (H) - Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport to avoid duplication of effort and to maximize the benefit to the organization or group.
- G. (H) - The activities of District support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The School District tax identification number shall not be used for District support organization purchases.
- H. (H) - The time, date, purpose, location, and conduct of all fund-raisers on District property shall have prior approval of the administration. District support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first-come, first-served basis.
- I. (H) Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.
- J. (H) All food items and beverages available for sale to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from midnight before to thirty (30) minutes after the end of the official school day) as fund-raisers, including items sold by student clubs and organizations, parent groups, or booster clubs, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fund-raisers also include giving away goods or services, but suggesting a monetary donation. All activities must be approved by the Principal, in advance. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550 - Competitive Food Sales.
- K. (H) - Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.
- L. (H) - The Superintendent shall implement administrative guidelines that require each District support organization's fund-raising activities to be in compliance with Board

policies and that the funds generated by such fund-raising activities and donated to the District are used for school-related projects that have the approval of the Superintendent and Principal.

M.  District support organizations are encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.

N.  - Donations from District support organizations must be made in accordance with Board Policy 7230 - Gifts, Grants, and Bequests and any accompanying guidelines. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies and administrative guidelines.

© Neola 2023

Legal

7 C.F.R. Parts 210 and 220

R.C. 3313.203

Ohio Ethics Commission Advisory Opinion 2008-01



RELATIONS TEMPLATES

po9270

EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS & PARTICIPATION IN EXTRACURRICULAR FOR STUDENTS NOT ENROLLED IN THE DISTRICT

9270 - EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS & PARTICIPATION IN EXTRACURRICULAR FOR STUDENTS NOT ENROLLED IN THE DISTRICT

The Board of Education encourages the enrollment of all school-age children resident in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Board recognizes its responsibility for assuring that every resident school-age child is enrolled in an approved school or is offered an equivalent education elsewhere and designates the Superintendent to act on its behalf.

Home Education

A parent electing to home-educate a child between the ages of six (6) and eighteen (18) shall provide notice to the Superintendent within five (5) calendar days after commencing home education, moving into the District, or withdrawing from the District or a nonpublic school, and by the thirtieth (30th) day of August each year thereafter. The notice shall include the parent's name and address, the child's name, and an assurance that the child will receive education in the following subject areas:

- A. English language arts
- B. Mathematics
- C. Science
- D. History
- E. Government
- F. Social Studies

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

The child's exemption from attending school shall be effective upon receipt of the notice. The Superintendent will send written acknowledgment of receipt of the notice within fourteen (14) calendar days. If there is evidence that a child exempt from school for home education is not receiving an education in the required subject areas, the child may be subject to truancy procedures in accordance with Policy 5200.

A qualified special education student who is home-educated may participate in the Junior Reserve Officers Training Corps ("JROTC") program at their resident school district without being enrolled in the district.

A child who is enrolled in the District following any period of home education shall be placed in the appropriate grade level, without discrimination or prejudice, in accordance with the policies of the Board.

Extracurricular Activity Participation of Students Not Enrolled in District

A student who is educated at home is permitted to participate in any extracurricular activity offered in the School District to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in the extracurricular activities at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01. If the student elects to participate in an extracurricular activity offered by the District, the student is not allowed to participate in that activity at another school or school district to which the student is not entitled to attend.

Similarly, a student who is enrolled in a nonpublic school is entitled to participate in any extracurricular activity not offered by the nonpublic school in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in that extracurricular activity at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01.

H - The Superintendent may grant any home-educated student, regardless of whether the Superintendent's district is the student's resident district, the opportunity to participate in interscholastic athletics at a school in the District, in accordance with the provisions of Policy 2431 - Interscholastic Athletics, if the student was subject to any of the following by a school official, employee, or volunteer, or another student, from the district or school in which the student is enrolled or the district in which the student is participating in interscholastic athletics under R.C. 3313.537, 3313.5311, or 3313.5312: harassment, intimidation, or bullying; a qualifying offense for which the school official, employee, or volunteer, or another student, has been either of the following: charged with, indicted for, convicted of, or pled guilty to committing; alleged to be or is adjudicated a delinquent child

for committing; conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the State Board of Education. The Superintendent will document the reason(s) for granting participation under this policy. To be eligible, a home-educated student must be of the appropriate age and grade level, as determined by the Superintendent, and must fulfill the same academic, nonacademic, and financial requirements as any other participant. Home-educated students will be subject to the same rules of participation and the same fees that are applied to any other participant. The District will not penalize or restrict eligibility to participate in District interscholastic athletics for students who cease to participate in interscholastic athletics elsewhere during the school year and begin to participate in District programs after being subject to bullying or any other types of offenses listed in this Policy. **[END-OF-OPTION]** -

[H] - The Superintendent may allow a student, who is educated at home and not entitled to attend school in the District pursuant to R.C. 3313.64 or R.C. 3313.65, to participate in any extracurricular activity offered by the District if the district to which the student is entitled to attend does not offer that extracurricular activity. - **[END-OF-OPTION]**

[H] - The Superintendent may allow a student, who is enrolled in a nonpublic school and not entitled to attend school in the District pursuant to R.C. 3313.64 or R.C. 3313.65, to participate in any extracurricular activity offered by the District if the nonpublic school in which the student is enrolled does not offer the extracurricular activity. **[and either of the following applies:**

- A. ~~(-) the extracurricular activity is not interscholastic athletics or interscholastic contests or competitions in music, drama, or forensics; or~~
- B. ~~(-) the extracurricular activity is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics.~~

In order to participate under this option, the nonpublic school must be located in the District. Prior to participation, the Superintendent must enter into a written agreement with the Superintendent of the public school district in which the student is entitled by law to attend that permits the student's participation. The written agreement must include a certification that the student has not participated in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics during the current school year. If the student has participated in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics, the student shall be ineligible to participate for the remainder of the school year. **[END-OF-OPTION]**

Eligibility Requirements

In order to participate in any extracurricular activity as detailed above, a student being educated at home or enrolled in a nonpublic school must be the appropriate age and grade level for the school that offers the extracurricular activity and must fulfill the same academic, nonacademic, and financial requirements as any other participant as specified in

Board policy, administrative guidelines, the student handbooks, and/or the Athletic Handbook. A student educated at home must meet the following academic requirements:

- A. If the student received home education in the preceding grade period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home education.
- B. If the student did not receive home education in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the District.
- C. Eligibility for a student who leaves a school district mid-year for home education shall be determined based on an interim academic assessment issued by the district in which the student was enrolled, based on the student's work while enrolled in the District.
- D. Any student who commences home education after the beginning of a school year and who is, at the time home education commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the District shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuation of home education as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student is determined ineligible.

No eligible home-educated or nonpublic school student will be charged any fees in excess of those fees charged to other students for participation in the same extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a college credit plus program, as long as the student fulfills all academic, nonacademic, and financial requirements.

© Neola 2025

Legal

A.C. 3301-34

R.C. 3313.5311, 3313.5312, 3313.5341, 3313.6110, 3321.03, 3321.04, 3321.042



RELATIONS TEMPLATES

po9500

RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

9500 - RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the Board of Education that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students with programs, training, or services not available in the District.

[1] – The Board directs the Superintendent to

[1] – The Superintendent may

enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School District in order to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District that benefit, in whole or in part, eligible students attending private or parochial schools.

© Neola 2009

Legal

R.C. 3315.09, 3317.63



RELATIONS TEMPLATES

po9555

PARTNERSHIPS WITH BUSINESS

9555 - **PARTNERSHIPS WITH BUSINESS**

The Board of Education is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the District need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the District and individual companies but also, if possible, consortia involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of District personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

© Neola 2009



RELATIONS TEMPLATES

po9600

STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

9600 - STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

The Board of Education recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, and productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with the leaders of the organizations both by making District facilities available and by ensuring that members of the staff and student body are made aware of the benefits that can be derived from education-related activities of the groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such educational activities in the community.

The Superintendent shall develop administrative guidelines which will better ensure:

- A. (H) - community activities and events which are related to the District's courses of study are incorporated, as appropriate, into such courses as either required or enrichment assignments;
- B. (H) - school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community which would appeal to the same audience. Such scheduling conflicts not only diminish the attendance at both the school and the community activities but also deprive the students and staff from deriving the benefits from participation in community programs which enhance learning and the quality of life.

© Neola 2009



RELATIONS TEMPLATES

po9700

RELATIONS WITH SPECIAL INTEREST GROUPS

9700 - RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its designee; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. Political Interests

All materials or activities proposed by outside political sources for student or staff use or participation shall be reviewed by the

~~() – Board of Education~~

~~() – Superintendent~~

~~() – principal~~

on the basis of their

~~() – educational contribution to part or all of the school program,~~

~~() – benefit to students,~~

and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

~~[SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND OPTION]~~

[OPTION #1]

~~[] -The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages. Professional staff may, however, utilize political materials or those provided by special interest groups in adopted courses of study with the approval of the principal.~~

~~[] -School facilities or equipment may not be used as a means of producing or disseminating to the community any materials that advertises or promotes a political party, a political cause or the candidacy of an individual for public office. Students and employees of the Board shall not be used to distribute campaign literature within the schools or on school grounds.~~

[END OF OPTION #1]

[OPTION #2]

~~[] -~~ The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

~~[] -~~ In addition, the Board shall permit school organizations and/or school-affiliated groups to sell space in District facilities, on District property, or in District publications for the express purpose of advertising the products or services of a commercial organization, providing the content of such advertisements and the manner of their presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

[END OF OPTION # 2]

~~[] -~~ Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the District.

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. ~~(H)~~ have the primary effect of advancing a special product, group, or company;
2. ~~(H)~~ - make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. ~~(H)~~ - involve any direct cost to the District;
4. ~~(H)~~ interrupt the regular school program;
~~(H)~~ - unless the student body as a whole derives benefit from such activities;
5. ~~(H)~~ - cause the participants to leave the School District, unless:
 - a. ~~(H)~~ the Board's Policy 2340 - Field and Other District-Sponsored Trips - has been complied with in all aspects;
 - b. ~~(H)~~ the Board has granted special permission;
 - c. ~~(H)~~ the parents of a minor student have granted their permission.

C. Distribution/Posting of Literature

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours

~~(H)~~ - without the permission and prior review of the

~~(H)~~ - Superintendent or Designee.

~~(H)~~ - principal. ~~(H)~~ - Board.

The Superintendent shall develop administrative guidelines that:

1. ~~(H)~~ - establish criteria concerning distribution or posting of student materials;
2. ~~(H)~~ - address distribution or posting of materials employees wish to distribute on behalf of an employee organization in compliance with the terms of negotiated collective bargaining agreements;
3. ~~(H)~~ - prohibit the use of the District or school mail system by the community, students or staff for distribution of nonschool-related materials;
~~(H)~~ - unless authorized by the Superintendent

4. ☒ – prohibit distribution of materials from any profit-making organization to students to take home to their parents;

☒ – unless authorized by the Superintendent

5. ☒ – permit flyers and notices from outside non-profit organizations to be made available for students to pick-up at the literature distribution rack/table by the school building's office, under the following circumstances:

- a. the flyer/notice publicizes a specific community activity or event that is age-appropriate for the students that attend the school;
- b. if the event or activity is religious in nature, the flyer may not contain a proselytizing message (i.e., a message that promotes and/or advocates the benefits of the specific religion);
- c. the organization submits the number of copies of the flyer that it wants placed in the literature distribution rack/table;
- d. the organization shows the building principal its 501(C)(3) or other proof of non-profit status, and the principal confirms that the flyer/notice does not overtly advocate or entice support for any religious organization;

No student shall be required to take any of the flyers/notices placed in the literature/distribution rack/table, and the rack/table shall contain a clear notice that the Board does not support or endorse any of the organizations and/or activities/events identified in the flyers/notices.

- e. ☒ – establish and clearly communicate the time, place, and manner restrictions concerning the distribution of all nonschool-related materials.

D. Solicitation of Funds

☒ Option #1

~~Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.~~

☒ Option #2

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from

the

~~(-) -Board.~~

~~(-) -Superintendent.~~

~~[END OF OPTIONS]~~

Permission to solicit funds will be granted only to those organizations, individuals or staff members who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no District student may participate in the solicitation without the Superintendent's approval.

~~H -~~ The Board disclaims all responsibility for the protection of, or accounting for, such funds.

~~H -~~ Solicited funds are not to be deposited in any regular or special accounts of the District.

~~H -~~ A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on District property.

~~H -~~ This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

~~H -~~ Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the

~~(-) -Board.~~

~~(-) -Superintendent.~~

~~[] [OPTION #1] -~~

The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.

~~[END OF OPTION #1]~~

~~OR~~

[1] - [OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(-) of the Superintendent.

OR

(-) of the Board upon the recommendation of the Superintendent.

All crowdfunding activities are subject to the procedures/guidelines in AG 6605.

[END OF OPTION #2]

E. Prizes/Scholarship

The Board of Education is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. (-) - No information

(-), either academic or personal,

shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

2. (-) The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the

(-) -Board of Education.

(-) -Superintendent.

(-) - principal.

3. (-) The principal, together with a committee of staff members designated by the principal, may be involved in the selection of the recipient.

(H) – and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

F. Sale of School Supplies

In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:

1. (H) – the organization have a purpose which will benefit the School District and its students;
2. (H) – the organization's planned activities are clearly in the best interest of the School District and its students;
3. (H) – the organization has submitted the following information and assurances on the form provided by the District: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

G. Surveys and Questionnaires

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

(H) – Students shall not be required to complete surveys to provide marketing information to vendors, or distribute to vendors any personal information of students, including but not limited to names, addresses, and telephone numbers, except as may be required by law. In addition, the District shall not enter into any contract for products or services, including electronic media services, where personal information will be collected from the students by the providers of the services.

See also Policy 2416 and AG 2416.

© Neola 2016

Legal

R.C. 3313.75-.78



RELATIONS TEMPLATES

po9700.01

ADVERTISING AND COMMERCIAL ACTIVITIES

9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written, or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use, or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos, or tags for product or service identification purposes are not considered advertising.

~~[CHOOSE OPTION #1 OR OPTION #2; SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND OPTION]~~

~~[] [OPTION #1]~~

~~It is the policy of the Board of Education that advertising shall not be permitted in School District facilities or on School District property and that the District's name, students, staff members, and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit, or other non-school agency or organization, public or private.~~

~~[END OF OPTION # 1]~~

~~[] [OPTION #2]~~

The Board of Education may permit advertising in School District facilities or on School District property in the following categories or forums in accordance with the guidelines set forth herein:

A. **~~(-)~~ Product Sales:**

1. **~~(-)~~** - product sales benefiting a district, school, or student activity (e.g., the sale of beverages or food within schools);
2. **~~(-)~~** - exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);

3. (H) - fundraising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club, or activity where the school receives a share of the profits.

B. (H) **Direct Advertising/Appropriation of Space:**

1. (H) - signage and billboards in schools and school facilities;
2. (H) - corporate logos or brand names on school equipment (e.g., marquees, message boards, or score boards);
3. (H) - ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. (H) - ads in school publications (newspapers and yearbooks and event programs);
5. (H) - media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. (H) - free samples (e.g., of food or personal hygiene products).

C. (H) **Indirect Advertising:**

1. (H) - corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants, or gifts;
2. (H) - the Board approves the use of instructional materials developed by commercial organizations, such as films and videos, only if the education value of the materials outweighs their commercial nature.

The films or materials shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

D. (H) **Market Research:**

1. (H) - surveys or polls related to commercial activities;
2. (H) - internet surveys or polls asking for information related to commercial activities;
3. (H) - tracking students' internet behavior and responses to questions calling for personal identification at one (1) or more websites;
4. (H) - _____ [other] :

[END-OF-OPTION # 2]

It is further the policy of the Board that its name, students, staff members, and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit, or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds or school property - (), including the District's website - **[END-OF-OPTION]**:

- A. () - When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. () - Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. () - The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. () - No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. () - No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue, and shall be non-proselytizing.
- F. () - No advertisement may contain libelous material.
- G. () - No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. () - No advertisement shall be false, misleading, or deceptive.
- I. () - () - To the extent feasible, each **[END-OF-OPTION]** Each advertisement must be reviewed in advance for age appropriateness.

- J. (H) - Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. (H) - All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. (H) - Students shall not be required to advertise a product, service, company, or industry.
- M. (H) - Advertising will not be permitted on the outside or the inside of school buses.
- N. (H) - The Superintendent or designee is responsible for screening all advertising (H) unless it is not feasible to do so, and the advertising is linked to a contract approved by the Board that expressly requires the vendor who is selecting and running the advertisement(s) to comply with these General Advertising Guidelines - **[END-OF OPTION]**.
- O. (H) - The Superintendent or designee may require that samples of advertising be made available for inspection.
- P. (H) - The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. (H) - Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

In addition to the guidelines set forth in this policy, the Superintendent shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished. (See AG 9700B.)

Accounting

Advertising revenues must be properly reported and accounted for.

© Neola 2023



RELATIONS TEMPLATES

po9800

HIGH SCHOOL DIPLOMAS TO WORLD WAR II, KOREAN CONFLICT, AND VIETNAM CONFLICT VETERANS

9800 - HIGH SCHOOL DIPLOMAS TO WORLD WAR II, KOREAN CONFLICT, AND VIETNAM CONFLICT VETERANS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of World War II, the Korean Conflict and the Vietnam Conflict.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding them a high school diploma.

Similarly, the Board wishes to recognize the efforts of women who left high school during World War II, the Korean Conflict, or the Vietnam Conflict prior to graduation in order to join the workforce to support their family or to join the war effort or left due to family circumstances and subsequently joined the workforce or war effort by awarding them a high school diploma.

To be eligible for a diploma, all of the following criteria must be met:

- A. The individual is a current resident of the State of Ohio or was previously enrolled in any high school in this State.
- B. The individual either left a public or nonpublic school located in any state prior to graduation:
 1. in order to serve in the armed forces of the United States;
 2. due to family circumstances and subsequently joined the workforce or war effort, or entered the armed forces of the United States.
- C. The veteran received an honorable discharge from the armed forces of the United States.
- D. The individual has not been granted a high school diploma, a diploma of adult education, or a diploma under this provision.

If the individual is deceased, the Board will award a diploma to the veteran posthumously and present that diploma to a surviving relative of the veteran.

The Board may award a high school diploma after receiving the application and appropriate verification of eligibility from the Governor's Office of Veterans' Affairs. The application is available through and the eligibility verification is handled by the County Veterans Services Office.

© Neola 2007

Legal

R.C. 3313.616

A.C. 5902-3-01