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## SCHOOL-COMMUNITY RELATIONS GOALS

It is the responsibility of every member of the District staff to promote good school-community relations. The school-community relations program of the District will be directed by the Superintendent and will be based on the following principles:

1. The program will use every media source possible and every form of communications available to effectively communicate with the citizens and employees of the District.
2. Communications with the public must promote feedback and support.
3. Communications must be internal as well as external and must provide valid data for the public to evaluate the District's performance.
4. The school communications program must provide a written newsletter and electronic communication via a school homepage on the internet.

[Adoption date: January 20, 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

PUBLIC'S RIGHT TO KNOW  
(Version 2)

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 CFO/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 CFO/Treasurer, Superintendent or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations. If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District.

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: January 20, 2004]

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

CROSS REFS.: BDC, Executive Sessions  
BDDG, Minutes                      JO, Student Records  
GBL, Personnel Records          KA, School-Community Relations Goals  
IGBA, Programs for Students with Disabilities



PUBLIC'S RIGHT TO KNOW  
(Version 2)

In fulfillment of the rationale for the creation of public governing bodies, the meetings and records of the Board will be considered a matter of public information.

Educational matters will be discussed and decisions made at public meetings of the Board, except for such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies and its financial records will be open for inspection in the office of the CFO/Treasurer during the hours the administration offices are open. Additionally, an electronic and/or written copy of the policy manual will be kept at each school public library. However, either by the CFO/Treasurer, Superintendent or other persons responsible for the custody of confidential files will release no records pertaining to individual students for inspection by the public or any unauthorized persons.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information electronically or in writing upon request.

Each principal is authorized and expected to use all means available to keep the school's community informed about the school's program and activities. However, the release of information of Districtwide interest is to be coordinated by the Superintendent and/or his/her designee.

[Adoption date: January 20, 2004]

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

CROSS REFS.: BDC, Executive Sessions  
BDDG, Minutes  
GBL, Personnel Records  
IGBA, Programs for Students with Disabilities  
JO, Student Records  
KA, School-Community Relations Goals

NEWS RELEASES

The District is a public institution endeavoring to serve the educational needs of the community. It is important that information be disseminated concerning school activities and problems. The Superintendent develops procedures to provide wide coverage and to coordinate publicity which enhances the image of the District.

[Adoption date: January 20, 2004]

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

CROSS REF.: EBD, Crisis Management

## NEWS RELEASES

The procedures regarding news releases are as follows.

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

While it is impossible to know how news releases will be treated by the press, efforts should be made to obtain coverage of school activities that will adhere to the professional and responsible image of the District.

(Approval date: January 20, 2004)

## BROADCASTING AND TAPING OF BOARD MEETINGS

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public according to the following guidelines.

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

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

[Adoption date: January 20, 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: January 20, 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 REFS.: BCF, Advisory Committees to the Board  
FL, Retirement of Facilities

## COMMUNITY INVOLVEMENT IN DECISION MAKING

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. evaluating administrative arrangements and regulations designed to help implement Board policies;
3. evaluating the extent to which these purposes are being achieved by present policies and/or
4. recommending a solution to 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: January 20, 2004]

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

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

## PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

Agendas are available to all those who attend Board meetings. A section on the agenda for public participation shall be indicated.

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 121.22  
3313.20

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

## COMMUNITY INSTRUCTIONAL RESOURCES

Helping each student develop to his/her full potential and to become a citizen contributing to the welfare of the community are important objectives of the District's educational program.

Toward these ends, the Board encourages administrative and instructional personnel to rely on the community as one of the educational resources at their command. The administration directs a community instructional resources program designed to involve the citizens, the institutions and the environment of our community in the education of its children.

The building principals have supervisory control over the community resources program, which will include the school volunteer service. Members of the staff and community are encouraged to offer their ideas and services through the channels which the administration develops.

[Adoption date: January 20, 2004]

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

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

A school group organized within and sponsored by the District may be granted permission to use school facilities outside of regular school hours without charge to the organization.

The Board wishes to cooperate with the organizations and civic groups within the school District who wish to use the school facilities for programs, meetings and entertainments insofar as they do not interfere with regular school activities. This may be done without charge or by paying only employee charges - depending upon the nature of the organization and the purpose for which meetings are held.

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 the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

Any school within the District receiving Title I funding must offer the same facilities access to Boy Scouts as to other organizations.

All other users of school facilities shall pay a flat fee.

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 3311.215  
3313.75; 3313.76; 3313.77; 3313.79  
4303.26  
Title VIII, Section 801

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

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

Rental Instructions

Any organization making application for the use of school facilities shall designate, in writing, to the Superintendent who will rule on the application one of the members to be responsible for making arrangements, executing the application, and signing all documents required to secure the use of the facilities and agrees as follows:

1. The person signing the rental contract is assumed to be the responsible party and is in charge of the activity for the organization or group which is given permission to use school facilities and must assure personal responsibility for enforcement of these rules.
2. The person in charge of the activity shall further be responsible for the general supervision and safety of all who attend the activity and for the protection of public/private property while on school grounds which may require police protection as determined by the Superintendent.
3. If security personnel are needed, it shall be the responsibility of the organization or group renting or using the building as part thereof, to arrange to have such service provided at the lessee's expense.
4. To indemnify and hold harmless the Board, its agents and employees from any and all liability for personal injury, wrongful death or property loss or damage which may arise out of the use of these facilities.
5. To pay the user's fee set forth below within two weeks of receipt of an invoice from the school.
6. To be responsible for any damage to the building or equipment beyond normal wear of school property. A charge can be assessed for any damage to property.
7. Immediately preceding and immediately following rental of such contract, a walk-thru will be conducted with an appointed staff personnel if required by the Superintendent. Please do not leave the school until a walk-thru has taken place with the appropriate personnel.
8. The person designated to be responsible shall be notified in writing by the Superintendent of any property damage incurred and shall be responsible for proper compensation to the Board of Education. All property belonging to the District shall not be altered in any way or shall be removed as indicated in the terms of the approved request.

9. Obtain prior approval from the Superintendent or maintenance supervisor of personnel operating the sound and lights system other than the Board staff personnel. Name, address and phone number of such personnel shall be noted on the back page.

10. To have the use of all electrical equipment approved by the appropriate supervisors.
11. To allow no outside equipment, devices or displays attached to and/or erected within the schools without prior approval of the maintenance supervisor.
12. To immediately contact the Superintendent/or designee should any problem arise during the use of the building.
13. School or youth organizations using the building or grounds must be supervised by an adequate number of adult sponsors to assure proper care and use of school property.
14. No public event shall infringe upon or interfere with the regular program of the school.
15. The Superintendent reserves the right to reject any applicant upon just cause.
16. Failure to comply with all rules and regulations as outlined above shall be just cause to terminate agreement and/or just cause to refuse rental to any individual, group or organization.
17. To allow no smoking, alcohol, intoxicants, drugs or controlled substance, improper language or conduct at anytime in school buildings or on school premises. No gambling activities of any description as defined by law as a form of gambling shall be permitted.

NO FOOD OR DRINK allowed in Auditorium. No food or drink concessions allowed in the lobby of Auditorium

CONDITIONS: School buildings are closed when school is cancelled due to weather conditions. The Athletic Director reserves the right to cancel or limit the use of school facilities due to calamitous conditions. The Superintendent reserves the right to make adjustments in charges or rules when circumstances warrant.

REVISION OF FORM: Any revisions made on Application for Use of Facilities form once it has been signed must be made no later than three days prior to scheduled activity.

NOTE: We are proud of our facilities and welcome you to make full use of them. Please instruct your members and guest about our policies on the school building/grounds.

Individual Responsible \_\_\_\_\_  
Name Address  
\_\_\_\_\_  
City and State Zip Telephone

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Signature

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Date

Rental Fee \_\_\_\_\_

Personnel \_\_\_\_\_

Total Fee \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

(Approval date: January 20, 2004)

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

Youth Basketball

The Board encourages the use of school facilities for meetings, programs, entertainment or other activities by school officials. School buildings are public facilities and will be made available for use when regularly scheduled school activities are not scheduled. It is understood that any school-controlled co-curricular/extracurricular activity has priority over any building use request.

The Board agrees to permit the Youth Basketball use of the following facilities:

1. Elementary gym
2. Middle School gym
3. High School gym

This permission is granted with the following understanding:

1. All schedules must be submitted and approved by the Athletic Director prior to the use of the facilities.
2. The Youth Program agrees to police the area and clean up the facility after each game.
3. The Youth Program agrees that games and practices will be scheduled through the athletic office before their season begins.
4. If additional personnel is needed a charge will be accessed accordingly.

Buildings and Grounds Management

The Superintendent shall provide for the maintenance of school facilities to support implementation of the educational program (e.g., support pupil learning relative to objectives specified in courses of study ) and related services. School facilities and grounds shall be well maintained, free from hazards, and in compliance with fire and safety laws and regulations.

The Board encourages the use of school facilities for meetings, programs, entertainment, or other activities approved by school officials. School buildings are public facilities and will be made available for use when regularly scheduled school activities are not scheduled. It is understood that any school-controlled activity has priority over any building use request.

### Use of School Groups Outside of School Hours

The Superintendent may grant a school group organized within and sponsored by the Bath Local Schools, without charge to the organization. It shall be the responsibility of the principal of the sponsoring school to prepare all requests from the organizations under his/her direction and to submit a yearly calendar to the Director of Operations and Athletic Director for approval not fewer than five days prior to the date of requested use.

### Use of School Facilities Parent-Teacher Groups

There shall not be a charge for activities in which there are custodians on duty. Exceptions may be approved by the Superintendent 30 days in advance of the event. Fees shall be paid for use of school facilities for fund-raising projects on the following schedule:

1. Festivals or carnivals (building open for use) – Groups shall compensate custodians at union rates.
2. Suppers and dances – Groups shall pay custodians at union rates.
3. Lawn fetes (building not open for use) – Groups shall pay custodians at union rates for work incurred outside of normal duties.

### Use of Elementary Schools by Special Groups (Service Clubs, Boy Scouts, Girl Scouts)

It shall be the responsibility of the principal of each school to prepare all requests for special groups and to submit them to the Director of Operations for approval not fewer than five days prior to date of requested use. A request for an entire year's meetings schedule shall be filed in advance.

### Use of School Facilities by General Public, Outside Agencies, Sales Seminars and Product Promotion

The Board wishes to cooperate with local organizations desiring to use the public school facilities for programs and entertainment insofar as they do not interfere with the regular school activities and are under the direct sponsorship and control of a local organization.

Under no conditions shall a school building or grounds be opened except where there is a custodian or school representative in charge who is regularly employed by the Board and who is directly responsible to the Director of Operations.

If buildings are rented for religious purposes on weekends, all applicable fees are to be charged.

All requests for the use of the school facilities by out-of-school groups should be made directly to the office of the Director of Operations not less than one week prior to the date of the meeting. This request shall be cleared by the building principal in whose building the event is to be held before the contract is issued.

It is the desire of the Board to allow utilization of school facilities by Bath residents but with the restriction that activities do not discredit the school system. To this end, the school facilities may be rented for sales seminars but not for the actual sale of any products other than those normal to school function or operation. Bath residents will have priority after the scheduling of regular school functions. Outside agencies will be scheduled on a space and time available basis.

## Facility Rental Regulations

In making a contract for the use of any school facility, the Board shall rent the are only. Any equipment that may be needed such as the public address system, stage equipment, scenery, extra chairs, tables, etc., may involve additional fees, depending on quantity and usage.

It is understood that all meetings shall be fully supervised by an organizational representative to prevent damage to buildings and/or equipment. The person renting the school facility shall be held liable for all damage beyond reasonable wear.

In addition to the above, the following rules apply:

1. To allow no outside equipment or devices or displays attached to and erected within the schools without the full consent of the building administrator.
2. To allow no electrical device or devices to be attached to any electrical outlet or circuit without first being approved by the supervisor directed by the Superintendent.
3. To allow no children to be used by nonschool groups as laborers, stagehands or control panel operators without the consent, in writing, of the Director of Operations.
4. No auditorium or gymnasium will be made available until after 4:00 p.m. on school days without the consent of the building principal and Director of Operations.
5. To allow no smoking or intoxicants at any time in school buildings.

Failure to comply with all rules and regulations as outlined above shall be just cause to refuse rental to any group or organization.

#### Use of Schools For Polling Places and Other Uses

Section 389.2 of the Ohio Revised Code reads as follows: "The board of education of any city, exempted village, or local school district shall, upon request and the payment of a reasonable fee, subject to such regulations as may be adopted by such Board, permit the use of any school and rooms therein and the grounds and other property under their control when not in actual use for school purposes for any of the following purposes:

1. Polling places, holding elections, registration of voters, holding grange or similar meetings.
2. Polling purposes, Section 4785.117 (as amended January 2, 1948) of the General Code, makes this exception.

The Board of Elections shall utilize insofar as practicable, rooms in public school and other buildings for polling places.

Rent shall not be charged or paid for the use of such rooms, but the Board of Elections may pay such reasonable expenses which the public authorities having charge of such rooms may incur, such as custodial service, heat and light made necessary by the Board of Election's use of such rooms.

In accordance with the above, the Board shall charge the Board of Elections only for operational costs in rooms assigned to said Board of Elections for election purposes. Said operating cost will cover only custodial services or operational costs in excess of those which are normally necessary in the regular operation of the rooms assigned to the Election Board.

### Stadium Usage

The following rules and regulations shall govern rental of the stadium:

1. To have all schedule submitted and approved by the Athletic Director prior to the opening of the school year.
2. To have all football activities fully supervised to prevent damage to buildings, grounds and equipment. The organization sponsoring the activity shall be held fully responsible for all such damage.
3. To have no equipment, devices or displays erected in such manner as to impair the grounds, field, bleachers or stadium in any way.
4. To have all activities conducted in an orderly, decent manner. Use by the public of intoxicating liquors at such activities is prohibited.
5. To acquire permission to use the stadium only by approval of Athletic Department and Direction of Operations.
6. To have adequate liability insurance coverage.

### Community Activities and Projects

The following procedures shall govern the school's involvement in the sale of tickets and the promotion of other projects by outside organizations:

1. To have all applications for school cooperation in the promotion of outside events considered by the building principal. The Superintendent shall consider primarily on the educational values of the proposed program.
2. To have parents assume the responsibility for the supervision of their own children at outside events not promoted directly by the schools.

### Youth Football Leagues

The Board agrees to permit the Youth Football Leagues use of the following facilities:

1. All practice and games must be submitted and approved by the athletic department.
2. Use of the facilities will be charged per rental fee schedule.

This permission is granted by the Board with the following understanding:

1. Football games are not to commence prior to 1:00 P.M. on Sunday.
2. The leagues agree to police the area and clean up the facility area after each game.
3. If additional personnel is needed a charge will be accessed accordingly.

4. The leagues agree to exercise judgment in scheduling contests so that the fields will not incur damage. Schedules and any changes are to be communicated to the Athletic Director.
5. The leagues agree to see that teams, officials and spectators are directed to the designated parking lot.
6. If damage to property occurs, charges will be assessed for repair to property.

### Baseball Diamonds

Baseball diamonds (exclusive of the main diamonds) are open to all residents on a scheduled basis during the school year and during both parents sports club play. At all other times the diamonds will be on a first-come, first serve basis. The following regulations shall apply:

1. Have all schedules submitted and approved by the Athletic Director.
  - A. All groups shall abide by posted rules and regulations and clean up the facility area after its use.
  - B. All groups are to conduct activities in an orderly manner.
  - C. Use of alcoholic beverages at these facilities is prohibited.
2. Use of diamonds by groups outside of the community and not related to normal community activities will be charged per diamond per day to cover grounds work, etc., per rental fee schedule.
3. The number one diamond will operate on a scheduled basis only. The following rental procedures shall be followed:
  - A. To have all schedules submitted and approved prior to the use of the facilities.
  - B. High School teams will have first priority.
  - C. Tournament games will be held on a negotiated basis. The rental charges and availability will be dependent on Bath Schools' participation, involvement of Boosters, and/or other supportive school groups. They usually will have second priority.
  - D. Community related teams would be third on the priority list.
  - E. Use by groups outside of the community and not related to normal community activities will be charged per game to cover grounds preparation, lights, etc., per rental fee schedule.

F. The employee directed by the Athletic Director shall process all rental paper work.

Outdoor Courts

1. Have all schedules submitted and approved by the Athletic Director.
2. Courts are open during the day to all residents, except when physical education classes are using courts.
3. Use by organized groups other than school or residents will be scheduled and fees negotiable upon extent of use.
4. All groups are urged to abide by posted rules and regulations in order that all persons involved may have opportunities to use the facilities.

Youth Soccer League Agreement

This permission is granted with the following understanding:

1. All schedules must be submitted and approved by the Athletic Director. Fees paid per rental fee schedule.
2. The league agrees to maintain playing fields and goals.
3. The league agrees to police area and clean up the facility area after each game.
4. The league agrees to exercise judgment in scheduling contests so that undue damage is not incurred. If damage occurs to property charges will be assessed for repair to property.
5. If additional personnel is needed, a charge will be assessed accordingly.

(Approval date: January 20, 2004)

KGB-R

## 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, or 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, 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: June 15, 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.: GBCB, Staff Conduct  
JFC, Student Conduct (Zero Tolerance)  
KG, Community Use of School Facilities (Equal Access)  
KGC, Smoking on District Property  
KK, Visitors to the Schools



POSSESSION OF ALCOHOL ON SCHOOL PREMISES  
AND SCHOOL ACTIVITIES

The use or consumption of any beverage containing alcohol is prohibited on school district property, which includes school premises and school transportation, and at school activities. Anyone violating this prohibition will be directed by school personnel to leave the school property or activity immediately. If the person does not comply with the directive, the person will be deemed to be trespassing and the appropriate law enforcement personnel will be contacted.

[Adoption Date: November 3, 2003]

APPLICATION FOR USE OF FACILITIES

- \_\_\_ Original (file)
- \_\_\_ Renter
- \_\_\_ Food Supervisor
- \_\_\_ Custodial
- \_\_\_ Grounds
- \_\_\_ Bldg. Principal
- \_\_\_ Bldg. Secretary

Facilities/building requested \_\_\_\_\_

Number of persons expected to attend \_\_\_\_\_

Purpose of use \_\_\_\_\_

Day/date of use \_\_\_\_\_

Time: From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Organization \_\_\_\_\_

Individual responsible \_\_\_\_\_

Name

Address

City and State

Zip

Telephone

Facilities Requested:

\_\_\_ Kitchen \_\_\_ Cafeteria \_\_\_ Gymnasium \_\_\_ Auditorium \_\_\_ Classroom \_\_\_ Library

School Equipment Needed:

\_\_\_ Microphone \_\_\_ Podium \_\_\_ Portable Chalkboard \_\_\_ TV/VCR \_\_\_ Overhead Projector

\_\_\_ Screen \_\_\_ Lights \_\_\_ Sound \_\_\_ Tables \_\_\_ Chairs

Other \_\_\_\_\_

Grounds

\_\_\_ Restrooms \_\_\_ Tables \_\_\_ Lights \_\_\_ Microphone

If the kitchen is going to be used, a cafeteria employee must be present at all times. If food is to be catered, the renter and the caterer need to be aware of this. Please check the items that will be used in the kitchen:

Ovens  Ranges  French Fryers  Soup Kettles  Refrigerators  Freezers  
 Mixers  Steam Table  Steamers  Dish Washers  Trash Receptacle  Microwaves

HIGH SCHOOL AUDITORIUM USAGE QUESTIONNAIRE

Organization \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

Beginning Ending  
Have you obtained a rental permit from the Director of Operations: \_\_\_\_\_ yes \_\_\_\_\_ no

Equipment needs:

Will you need the use of the stage? \_\_\_\_\_ yes \_\_\_\_\_ no

If no, is equipment to be set up \_\_\_\_\_ in front of curtain? \_\_\_\_\_ on auditorium floor?

School staffs only are permitted to operate the sound and light system.

Will you need stage lighting: \_\_\_\_\_ yes \_\_\_\_\_ no

What are your lighting needs: \_\_\_\_\_

\_\_\_\_\_

Do you need spotlights? \_\_\_\_\_ yes \_\_\_\_\_ no

Will you need the sound system? \_\_\_\_\_ yes \_\_\_\_\_ no

What are your sound needs? \_\_\_\_\_

\_\_\_\_\_

What curtains and props are needed: \_\_\_\_\_

\_\_\_\_\_

Are special requests for additional equipment? \_\_\_\_\_

\_\_\_\_\_

**No food or drink allowed in auditorium.**

**No food or drink allowed in the lobby of auditorium**

Note: Immediately preceding and immediately following rental of such facility, a walk-thru will be conducted with an appointed staff person.



HIGH SCHOOL AUDITORIUM CONDITION

Organization \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_  
Beginning Ending

Condition of prior walk-thru \_\_\_\_\_

\_\_\_\_\_  
Staff Signature Customer Signature

Condition of final walk-thru \_\_\_\_\_

\_\_\_\_\_  
Staff Signature Customer Signature

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 \_\_\_\_\_ 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 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.

The Board believes that cocurricular activities conducted for the benefit of the students of the District are a meaningful component of the District's total program. The Board further believes that through participation in cocurricular activities, students learn important skills and value, which will be of benefit throughout their lives. It is clear that both participants and spectators contribute to the educational value of cocurricular activities through good sportsmanship. It, therefore, follows that instances of disruptive behavior on the part of spectators at such events have lessened the educational value of the activity and resulted in a loss of esteem for the participants and the members of the school District community.

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 2907.03  
2909.05-2909.07  
3313.20

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

## PUBLIC CONDUCT ON DISTRICT PROPERTY

### Spectator Behavior at Cocurricular Events

The Board expects both participants in and spectators at cocurricular events to conduct themselves with the highest level of decorum. To this end the following are stipulated:

1. The Superintendent, principal, athletic director or other persons so appointed by the Superintendent under whose supervision the event is being conducted, may request upon such person or group of persons who are engaging or participating in inappropriate behavior to cease.
2. The Superintendent, principal, athletic director or other persons so appointed by the Superintendent under whose supervision the event is being conducted, may request such person or group of persons who are engaging or participating in inappropriate conduct or who may continue in such conduct to leave the school premises and may take such steps as are reasonable to ensure the orderly conduct of the event.
3. Persons or groups of persons ejected from a school event shall forfeit the right to attend a similar event for the remainder of the school year. Persons ejected from school events who have purchased season tickets shall be entitled to a refund for any unused tickets on a pro-rata basis.
4. If a person or persons ejected from an event considered the action unwarranted, a written request for an appeal may be made to the Board within one week of ejection. Any action or forfeiture of rights will be stayed pending the appeal.
5. The Superintendent shall post this resolution in all school building and athletic facilities within the school District.

(Approval date: January 20, 2004)

## SMOKING ON DISTRICT PROPERTY

Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Recognizing these health issues, the Board permits smoking in designated areas.

Citizens caught smoking in school buildings are educated as to the Board's policy on smoking. If caught smoking a second time, they are directed to leave school property.

[Adoption date: January 20, 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

## PUBLIC GIFTS TO THE DISTRICT

Gifts, grants or bequests are accepted by the Board provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

1. All gifts donated to Bath Local Schools and accepted by the Bath Local School Board become the property of Bath Schools and subject to the controls mandated by State statute.
2. The Board is responsible for the management and control of the public school and as such this responsibility extends to buildings, grounds and all school property.
3. Any modification to existing structures, facilities or equipment, or erection of structures, facilities or equipment by external agencies must have prior approval of the Board.

[Adoption date: January 20, 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 or the Board. This policy does not prohibit any school fund-raising activity authorized by the Superintendent or other appropriate building administrator.

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

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

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 2921.43; 2921.431  
3319.321

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

## ADVERTISING IN THE SCHOOLS

No notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the schools are distributed or displayed in any school building or on school property without permission of the Superintendent. All notices are cleared by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision in either case may be made to the Board.

No candidate for political office or agent shall distribute written materials in support of or opposed to election of a candidate on Board property.

[Adoption date: January 20, 2004]

## VISITORS TO THE SCHOOLS

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

To assure that no unauthorized persons enter buildings, all visitors entering a school will report first 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 will not be 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 grounds.

In order to avoid undue distraction to teachers, other school employees and students, while allowing access to classrooms for observation on occasion by parents, parental observation of the classroom(s) to which their children are assigned is limited to the following: one occasion per month from September through May, with at least 24 hours' advance written notice to the principal. Due to opening and closing procedures, no classroom visitation will be allowed the first or last 10 days of any school year. Under unusual and compelling circumstances the principal may waive this written notice.

Classroom observation by a parent or any authorized visitor shall not exceed 45 minutes in duration, which must be consecutive (for example, a parent cannot observe a classroom three times during a day for 15 minutes each). When observing a classroom, a parent may not participate in the lesson, speak to the teacher or students except to exchange pleasantries or intervene in classroom activities between teacher and student or student and student or otherwise.

These limitations on parents entering the classroom for the purpose or primarily for the purpose of observing their children do not apply to the use of parents as volunteers upon the teachers or principal's request. Use of volunteers and the conduct and performance of volunteers is under the ultimate supervision and approval of the building principal. Volunteers must limit their activity to those requested or directed by the teacher or principal.

Failure of a parent to observe the limitations on classroom observation or volunteer participation shall result in the revoking of observation and/or volunteer activity for the following 12 calendar months, as determined by the Superintendent or his/her designee.

[Adoption date: January 20, 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

## VISITORS TO THE SCHOOL

### Interloper Policy

1. The Board continues to welcome parents and other school visitors to the District.
2. Trespassing is prohibited in all school buildings and on all school grounds.
3. All persons entering a school building must report immediately to the office of the principal to request a visitor's permit.
4. This is not applicable to students in any such school; students entering any such building for the purpose of enrollment therein; members of the faculty and staff and employees of the Bath Local Schools; persons who have been authorized by school authorities to enter any such building for professional purposes and persons attending events sponsored by or authorized by school authorities, and who remain in the area of the schools or grounds thereof assigned to such event.
5. No person shall remain in any school building or on the grounds thereof after being requested to leave the school premises by the principal, assistant principal, counselor, teacher or any person assigned to the duties of custodian or maintenance or a member of the administrative staff of the Bath Local Schools
6. Any person who fails to comply with any of the above regulations is considered in violation of the rules and regulations of the Board.
7. A copy of these rules and regulations is posted conspicuously by the principal of each school at or near the entrance of the grounds or premises, or perimeter of such grounds or premises if there are no formal entrances, and at the main entrance of each school building in conformity with Section 2917.211, Drury's Code.

(Approval date: January 20, 2004)

## RECRUITERS IN THE SCHOOLS

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

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

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

Names and addresses of students in grades 10 - 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: January 20, 2004]

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

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

## PUBLIC COMPLAINTS

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or equip the schools to do their tasks more effectively.

Although no member of the community will be denied the right to bring their complaints to the Board, they will be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions will be made when the complaints concern Board actions or Board operations only.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Employee
2. Principal
3. Superintendent
4. Board of Education

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

The Board expects the professional 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 should be specific in terms of the action desired.

[Adoption date: January 20, 2004]

LEGAL REF.: ORC 121.22

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

## KLD, Public Complaints About District Personnel

## PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Despite the care taken to select appropriate and valuable materials and the qualifications of the person involved in the selection, occasional objections to a selection are made. When such objections occur, principles of freedom of information will be defended rather than specific materials.

Persons requesting permission to examine instructional materials may examine such materials in a way so as not to disrupt the normal operations of the school.

If a complaint is made, the procedures are as follows:

1. School personnel are courteous to a complainant, make no commitment, advise the complainant to arrange a conference with the principal, and notify the principal of the complaint.
2. it is the complainant's responsibility to arrange a conference with the principal.
3. At this conference, the principal invites the complainant to file his/her objections in writing on the form Request for Reconsideration of Instructional Materials.
4. A complainant who does not complete and return the form receives no further considerations.
5. Upon receipt of the completed Request of Reconsideration of Instructional Materials, the principal notifies the Instructional Materials Advisory Committee.
6. The Instructional Materials Advisory Committee will serve in an advisory capacity concerning challenged materials. The Committee will be composed of the Superintendent, principal, media specialist, two faculty members appointed by the principal whose subject area would be affected by the complainant, and two lay persons to be appointed by the Superintendent. These individuals would all be from the school receiving the complaint.
7. The challenged material may be temporarily withdrawn pending a decision of the Instructional Materials Advisory Committee.
8. The committee may work in either open or closed sessions at its discretion.
9. All balloting shall be by secret ballot.
10. The committee will take the following steps after receiving the completed Request for Reconsideration of Instructional Materials form:
  - A. reads, views, and listens to the challenged material in its entirety;

- B. checks general acceptance of the material by reading reviews and consulting recommended lists;

- C. reevaluates the material using the previously established selection criteria;
  - D. determines the extent to which the original criteria were valid and/or appropriately applied; and
  - E. completes and submits to the Superintendent a written report stating its findings and recommendations. Recommendation will be one of the following:
    - 1) removal from the collection
    - 2) restricted use
    - 3) return to regular use
11. The Superintendent shall inform the complainant, and others as deemed appropriate, of the decision within 30 days of the date the principal received the complainant's completed form.
12. The decision can be appealed to the Board.

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 121.22  
3329.07; 3329.08; 3329.09

CROSS REFS.: IIA, Instructional Materials  
IIAA, Textbook Selection and Adoption  
INB, Teaching About Controversial Issues  
KL, Public Complaints  
KLD, Public Complaints About District Personnel

REQUEST FOR RECONSIDERATION OF  
INSTRUCTIONAL 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.

Send it back for re-evaluation.

\_\_\_\_\_  
Principals Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Complainants Signature

Date \_\_\_\_\_

CHECKLIST FOR INSTRUCTIONAL MATERIALS  
ADVISORY COMMITTEE'S RECONSIDERATION  
OF INSTRUCTIONAL MATERIAL

Title \_\_\_\_\_

Author \_\_\_\_\_

Purpose

1. What is the overall purpose of the material: \_\_\_\_\_  
\_\_\_\_\_
2. Is the purpose accomplished: Yes \_\_\_\_\_ No \_\_\_\_\_

Authenticity

1. Is the author competent and qualified in the field: Yes \_\_\_\_\_ No \_\_\_\_\_
2. What is the reputation and significance of the author and publisher/producer in the field? \_\_\_\_\_  
\_\_\_\_\_
3. Is the material up-to-date: Yes \_\_\_\_\_ No \_\_\_\_\_
4. Are information sources well documented: Yes \_\_\_\_\_ No \_\_\_\_\_
5. Are translations and retellings faithful to the original? Yes \_\_\_\_\_ No \_\_\_\_\_

Appropriateness

1. Does the material promote the educational goals and objectives of the curriculum of District schools? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is it appropriate to the level of instruction intended? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Are the illustrations appropriate to the subject and age levels? Yes \_\_\_\_\_ No \_\_\_\_\_

Content

1. Is the content of this material well presented by providing adequate scope, range, depth and continuity? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Does this material present information not otherwise available? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Does this material give a new dimension or direction to its subject? Yes \_\_\_\_\_ No \_\_\_\_\_

Review

1. Sources of review \_\_\_\_\_  
Favorably reviewed \_\_\_\_\_ Unfavorably reviewed \_\_\_\_\_

Additional Comments

Recommendations by Instructional Materials Advisory Committee for treatment of Challenged Materials

- 1. removal from the collection \_\_\_\_\_
- 2. restricted use – parent permission letter \_\_\_\_\_
- 3. return to regular circulation \_\_\_\_\_

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Signature of Instructional Material Review Committee

## PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

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

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

If it appears necessary, the administration, the person who made the complaint or the employee involved may request an 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: January 20, 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 Agreement

## 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: January 20, 2004)

## RELATIONS WITH PARENT ORGANIZATIONS

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

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

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

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

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

[Adoption date: January 20, 2004]

LEGAL REF.: ORC 3313.20

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

## RELATIONS WITH SUPPORT ORGANIZATIONS

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

Support-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, support 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.

Support organizations must abide by all District policies and rules as well as the following:

1. Support organizations should not use the school's tax ID number.
2. Support organizations should not accept checks made out to the school and vice versa.
3. District officials should not have a leadership role in support 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. Support organizations must submit their bylaws to the Superintendent for review and approval as well as quarterly reports on income, expenses and balance sheets.

### Community Activities and Projects

The following procedures govern the school's involvement in the sale of tickets and the promotion of other projects by outside organizations:

1. To have all applications for school cooperation in the promotion of outside events considered by the administrative staff. That decision is considered primarily on the educational values of the proposed program.

2. To have parents assume the responsibility for the supervision of their own children at outside events not promoted directly by the schools.

[Adoption date: January 20, 2004]

LEGAL REF.: ORC 3313.20

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

File: KMK

SPECTATOR CONDUCT AT SCHOOL EVENTS  
(AT HOME AND AWAY)

The Bath Board of Education believes that instilling good habits of sportsmanship should be one of the primary goals of athletic endeavors within the District. Parents/guardians and other adult spectators are expected to act as models for young people by demonstrating self-control and dignity at all athletic events home and away.

Unsportsmanlike conduct by spectators will not be tolerated. Unsportsmanlike behavior includes, but is not limited to, verbal assaults, rude gestures, taunts, obscenities, and thrown objects.

The Board reserves the right to ban from its property under its control persons who demonstrate or have demonstrated an inability or unwillingness to act with proper decorum at athletic events, including athletic events held within other school districts. The length of the ban will be determined on a case by case basis considering the seriousness of the conduct involved.

If the behavior of anyone becomes disruptive of a school event or dangerous to the individual or others at the event, school authorities have the authority to take action pursuant to R.C. 3313.20 and R.C. 2911.21. Such action includes, but is not limited to, warning the disruptive person that his or her conduct is inappropriate or asking or requiring the disruptive person that his or her conduct is inappropriate or asking or requiring the disruptive person to leave the school event.

The Superintendent and other administrators are authorized to make determinations under this policy and to implement this policy.

[Adoption Date: July 20, 2004]