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SECTION K: SCHOOL-COMMUNITY RELATIONS
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* denotes the areas not covered by Board policy

SCHOOL-COMMUNITY RELATIONS GOALS

Schools belong to the public and the public is entitled to be informed about the operations of the school system. Schools operate best when they have a positive relationship with the community in which the community can make known their desires and the Buckeye Joint Vocational Board of Education can make known its plans and actions. It is the responsibility of staff members to promote good school-community relations. The school-community relations program of the District is directed by the Superintendent and is based on the following principles.

1. The school-community relations program is a planned, systematic, two-way process of communications between the District and the community.
2. The program may use media sources and other forms of communications available to effectively communicate with the citizens and employees of the District.
3. Communications with the public should promote involvement, feedback and support.
4. Communications must be internal as well as external and should provide factual, objective and realistic data.
5. The school communications program of the District should be responsive both to events as they arise and the findings of evaluations of the program.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

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

PUBLIC'S RIGHT TO KNOW

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

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

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

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

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

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

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

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

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

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

[Adoption date: September 18, 1990]

[Revision date: November 19, 1991]

[Re-adoption date: December 17, 2002]

[Re-adoption date: August 31, 2007]

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

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
GBL, Personnel Records
GBS, Health Insurance Portability and Accountability Act (HIPAA)
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/designee develops procedures to provide wide coverage and to coordinate publicity which enhances the image of the District.

[Adoption date: December 17, 2002]

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

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. The Board expects the administration to maintain a vital and effective link with the media sources of the community. This includes a variety of forms and forums. This effort is directed by the Board President or his/her designee.

(Approval date: December 17, 2002)

TAX ISSUES

The Buckeye Joint Vocational Board of Education will examine financial needs in advance of any levy or bond elections. The Board may and should, provide the public with information on school building needs and on levy and bond elections; however, it will not use District funds to promote approval of school-related tax issues.

To promote community support, a citizens' committee for a better school may be formed.

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: September 18, 1990]

[Re-adoption date: December 17, 2002]

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.

CONTRACT REF.: Negotiated Agreement

COMMUNITY INVOLVEMENT IN DECISION MAKING

Community participation in the affairs of the schools is important if the District and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. The Buckeye Joint Vocational Board of Education will make efforts to identify the wishes of the community and to be responsive to those wishes.

All citizens are encouraged to express ideas, concerns and judgments about the schools to the school administration, the staff, to any appointed advisory bodies and to the Board.

Residents who are qualified because of interest, training, experience or personal characteristics will be encouraged to assume an active role in school affairs. From time to time they may be invited by the Board to act as advisors, individually and in groups, in such areas as:

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

The Board and the staff will give consideration to the advice they receive from individuals and community groups interested in the school. Final authority for all decisions shall rest with the Board.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

CROSS REF.: BCE, Board Committees

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Buckeye Joint Vocational Board of Education will be 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 meetings.

Each person addressing the Board shall at the beginning of the meeting give his/her name and address. If several people wish to speak, each person will be allotted three 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 period of public participation may be extended by a vote of the majority of the Board.

In order to be granted permission to address the Board, a person must submit a written request to the Superintendent 10 days prior to the meeting. This action allows the issue to be placed on the Board agenda for discussion and for any information concerning the situation to be gathered and examined ahead of time.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

[Re-adoption date: November 21, 2006]

LEGAL REFS.: ORC 121.22
3313.20

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

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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)

Guidelines for the Use of Buckeye Joint Vocational School

1. Community Rules of Usage of School Facilities

It is the policy of the Buckeye Joint Vocational School Board of Education to cooperate with the public by making school facilities available to responsible groups or organizations when such use does not interfere with regular school activities.

2. Priority of Use

- A. Buckeye Career Center sponsored activities
- B. Home schools directly connected to Buckeye Career Center
- C. Community and civic groups which are within the Buckeye Joint Vocational School District
- D. Nonprofit making groups and organizations.

3. General Guidelines

- A. Building facilities use and custodial fees are established by the Board of Education. All organizations will be subject to a fee, with the exception of Buckeye Joint Vocational School organizations.
- B. Requests must be submitted at least 14 days in advance to ensure proper scheduling and completion of administrative procedures. No booking should be considered complete until a signed permit is in the hands of the person in charge of the requesting group. The Board reserves the right to reject any or all applications.
- C. A designated employee with the permission of the Director and Maintenance Supervisor takes responsibility for opening and closing the building and checks the following:
 - (1) lights are out
 - (2) doors are locked
 - (3) windows secured
 - (4) building room in the same order as found

- D. The kitchen facility and serving area will be available for use by outside groups only if one cafeteria worker is on duty at the groups expense. Damage to the building or equipment will be determined by the Superintendent and paid by the group using the facility.

*Note: Kitchen room use charges will be waived if Buckeye's food service program is used instead of an outside caterer.

- 4. For groups using school facilities on a regular basis, proof of liability insurance, with the school named as an additional insured, shall be provided to the school.
- 5. All groups using building facilities shall observe the following requirements:
 - A. One adult person acting as agent for the group must be in charge to supervise and be responsible for the group during the entire time that the group is in the building.
 - B. A group must use only that part of the building they have been given permission to use.
 - C. No smoking is permitted on school grounds.
 - D. No alcohol is permitted anytime or any place on the Buckeye premises.
 - E. All decorations must be approved by the Maintenance Supervisor.
 - F. Aisle, hallways, exit doors and fire exits should be kept clear at all times.
 - G. Hanging decorations from the ceiling is prohibited.
 - H. Telephones are not provided.
 - I. The Buckeye Board of Education and its employees are in no way liable for any injuries, theft (personal or otherwise) or damage to equipment owned by Buckeye Joint Vocational School or the organization using school facilities.
 - J. Notification must be received by the school 24 hours prior to a cancellation or a service fee covering our costs will be charged.
 - K. The officer or organizer of the activity must inform participants that a hold harmless agreement has been entered into.

- L. Fee time will be computed for the entire time the building is in use, plus any extra time needed for cleanup.
- M. Any group or individual who violates any of the above policies or administration rules and regulations adopted hereunder may be denied future use of the school facilities.

Buckeye Agrees

That it will furnish normal lighting and heat/air conditioning, but it will not be held liable for any failure to do so or for any other interference with user's use of facility, or for any failure on the part of the school to make the facilities available, if occasioned by strike, accident, failure of source of supply of any utility service, or any other cause whether similar or otherwise beyond the school's control.

(Approval date: September 18, 1990)

(Re-approval date: July 19, 1994)

(Re-approval date: December 17, 2002)

(Re-approval date: November 18, 2008)

BUILDING USE APPLICATION - Outside Groups
Buckeye Career Center - JVSD
Building Use Application & Fee Structure

Event Date: _____ Arrival Time: _____
Day(s) of Week: _____ Departure Time: _____
Contact Person: _____ Name of Group: _____
(in charge of the activity)
Contact's Phone #: _____ Billing Address: _____
of people to attend: _____ Purpose of Event: _____

Name of insurance carrier _____ Liability coverage amt: _____
(Minimum \$500,000 limits)

I. Rooms Requested: Café \$100.00/day
Kitchen* \$100.00/day
Classroom \$ 50.00/day or \$10.00 per hr.
Conference Room \$ 50.00/day or \$10.00 per hr.
Buckeye Room \$100.00/day or \$20.00 per hr.
Labs \$100.00/day

II. Equipment Needed: _____ Podium & Microphone
("X" all that apply) _____ Projector & Screen
_____ TV/DVD
_____ Head Table

III. Catering _____ Buckeye Caterer \$ Consult Cafe Mgr. for fees*
_____ Outside Caterer \$ Sponsoring Group pays all costs

*We request that Buckeye Career Center Catering be used for any food requirements. If the kitchen is rented and a group will be bringing their own food in, the group will be required to pay for the service of one cafeteria employee, in addition to custodian services. The rate per hour for cafeteria personnel coverage is \$65.00

*Note: Kitchen room charge will be waived if Buckeye's food service program is used instead of an outside caterer.

IV. Custodial Charges:

Monday-Thursday: \$75.00/hr. (which include salaries, benefits, utilities and/or equipment).
Friday-Saturday: \$100.00/hr. (includes custodial overtime and additional utility usage).

On weekends, custodial fees will be charged for each hour of use and 1/2 hr. before and 1/2 hr. after the event.

If said permission is granted, we hereby agree to comply strictly with the rules and regulations of the Board of Education governing the use of public school buildings and agree to be financially responsible for any damage done to the facility or property of the school district.

Signature of Contact/Responsible Person _____ Date _____

Note: Permit For Use of School Facilities form will be sent to above address with approval notice and fees to be paid. Fees are due within 10 days of the event.

BUILDING USE APPLICATION – Associate School Districts
Buckeye Career Center - JVSD
Building Use Application & Fee Structure

Event Date: _____ Arrival Time: _____
Day(s) of Week: _____ Departure Time: _____
Contact Person: _____ Name of Group: _____
Contact's Phone #: _____ Billing Address: _____
of people to attend: _____ Purpose of Event: _____

Name of insurance carrier _____ Liability coverage amt: _____
(Minimum \$500,000 limits)

I. Rooms Requested: Café \$100.00/day
Kitchen* \$100.00/day
Classroom \$ 50.00/day or \$10.00 per hr.
Conference Room \$ 50.00/day or \$10.00 per hr.
Buckeye Room \$100.00/day or \$20.00 per hr.
Labs \$100.00/day

Fees: Associate schools are exempt from the above room fee structure.

IL Equipment Needed: _____ Podium & Microphone
("X" all that apply) _____ Projector & Screen
_____ TV/DVD
_____ Head Table

III. Catering _____ Buckeye Caterer \$ Consult Cafe Mgr. for fees*
_____ Outside Caterer \$ Sponsoring Group pays all costs

*We request that Buckeye Career Center Catering be used for any food requirements. If the kitchen is rented and a group will be bringing their own food in, the group will be required to pay a kitchen room fee and for the service of one cafeteria employee. The rate per hour for cafeteria personnel coverage is \$65.00

IV. Custodial Charges:

Monday-Thursday: \$75.00/hr. (which include salaries, benefits, utilities and/or equipment).
Friday-Saturday: \$100.00/hr. (includes custodial overtime and additional utility usage).

On weekends, custodial fees will be charged for each hour of use and ½ hr. before and ½ hr. after the event.

*Note: Custodial charges will be waived in the event that our staff already is on duty.

If said permission is granted, we hereby agree to comply strictly with the rules and regulations of the Board of Education governing the use of public school buildings and agree to be financially responsible for any damage done to the facility or property of the school district.

Signature of Contact/Responsible Person Date

Note: Permit For Use of School Facilities form will be sent to above address with approval notice and fees to be paid. Fees are due within 10 days of the event.

PERMIT FOR USE OF SCHOOL FACILITIES
(For Board of Education Use)

Date: _____

You have been granted the use of the Buckeye Career Center facility for the purpose of

_____ on _____

in accordance with the conditions as signed by you on the above application.

Room Use Fees	\$ _____
Kitchen Personnel Fees	\$ _____
Catering Fees	\$ _____
Custodian Fees	\$ _____
Equipment	\$ No Charge
Total Charges	\$ _____

(signed) _____
Signature Title

DUPLICATES WILL BE FORWARDED UPON APPROVAL

PC: Board Office – Director of Business/Community Affairs, Superintendent, Maintenance Supervisor and Permit Holder.

PUBLIC CONDUCT ON SCHOOL PROPERTY

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

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

No person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, 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: September 18, 1990]

[Re-adoption date: September 18, 2001]

[Re-adoption date: December 17, 2002]

[Re-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

SMOKING ON DISTRICT PROPERTY

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

Recognizing these health issues and the newly enacted State law regarding the smoking ban in public places, the Board prohibits smoking in all District-owned, leased or contracted buildings, vehicles and equipment where routine or regular kindergarten, elementary, secondary or library services are offered to children. In addition there is to be no smoking while on property owned by the Buckeye Board of Education.

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 the school property.

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

[Adoption date: October 13, 1994]

[Re-adoption date: September 18, 2001]

[Re-adoption date: December 17, 2002]

[Re-adoption date: January 16, 2007]

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

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

PUBLIC GIFTS TO THE SCHOOLS

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

Any person or organization desiring to give a gift or make a grant or bequest to the Board should contact the Superintendent/designee who submits the request to the Board.

Propositions giving funds, equipment or materials to the school with a "matching" agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with or experience related to the Board's policy of standardizing materials and equipment in the District.

Whenever the District has an established project, contributions that would reduce the cost or would hasten the completion will be welcome.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 9.20
3313.36; 3313.47

CROSS REF.: BHD, Board Member Compensation and Expenses

PUBLIC SOLICITATIONS IN THE SCHOOLS

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

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the Director'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: September 18, 1990]

[Re-adoption date: December 17, 2002]

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 will be distributed or displayed in any school building or on school property without permission of the Superintendent/designee. All notices, even by school personnel, will be approved by the Director and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Board.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

VISITORS TO THE SCHOOLS

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

To assure that no unauthorized persons enter buildings, all visitors to schools will report to the school office when entering to receive authorization before visiting 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 directors are authorized to take appropriate action to prevent such persons from entering buildings and loitering on the grounds.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.20

CROSS REFS.: BG, Board-Staff Communications
KGB, Public Conduct on School Property
KI, Public Solicitations in the Schools
Staff Handbook
Student Handbook

PUBLIC COMPLAINTS

Constructive criticism of the District will be welcomed by the Buckeye Joint Vocational Board of Education when it is motivated by a sincere desire to improve the quality of the educational program.

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

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

1. employee
2. Director
3. Superintendent
4. Board of Education

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

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

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

[Adoption date: September 18, 1990]

[Re-adoption date: September 18, 2001]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 121.22

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

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the Board's educational philosophy and goals.

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

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

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22
3329.07; 3329.08; 3329.09

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

CITIZEN'S REQUEST FOR RECONSIDERATION OF
LIBRARY/CURRICULUM MATERIALS

Type of material (book, film, pamphlet, etc.) _____

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____

Telephone _____

Complainant represents: Self _____

Organization _____

Other _____

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

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

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

4. Is there anything good about this material? _____

5. Did you read or see the entire material? _____

What parts? _____

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

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

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

Do not assign it to my child.

Withdraw it from all students as well as my child.

Restrict it to more mature students.

Send it back for re-evaluation.

Signature of Complainant

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

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

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: August 17, 1993]

[Re-adoption date: September 18, 2001]

[Re-adoption date: December 17, 2002]

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 REF.: Negotiated Agreement

PUBLIC COMPLAINTS ABOUT SCHOOL 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 will be restricted in meaning to that criticism of a particular school employee by a citizen of the District which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer the complainant to the Director 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 will immediately inform his/her supervisor of the complaint.
2. If a complaint comes first to the Director or other supervisor of the person criticized, the Director 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 Director or supervisor should invite the complainant to file the complaint in writing.

3. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or to his/her immediate supervisor.
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 Director or other supervisor will schedule a conference with the complainant.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent.
7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled Board meeting. The decision of the Board will be communicated in writing to all interested persons.

(Approval date: August 17, 1993)

(Re-approval date: December 17, 2002)