

SECTION K: School-Community Relations

Section I	Policy Title	Adopted / Revised Date
KA	School-Community Relations Goals	January 10, 2000
KB	Public Information Program	January 10, 2000
KBA	Public's Right to Know	April 9, 2007
KBCA	News Releases	January 10, 2000
KBCA-R	News Releases	January 10, 2000
KBCD	Broadcasting and Taping of Board Minutes	January 10, 2000
KBE	Tax Issues	January 10, 2000
KC	Community Involvement in Decision Making	March 12, 2007
KD	Public Participation at Board Meetings	April 9, 2001
KF	Community Instructional Resources	January 10, 2000
KG	Community Use of School Facilities	March 12, 2007
KG-R	Community Use of School Facilities	August 8, 2005
KG-E	Community Use of School Facilities	August 8, 2005
KGB	Public Conduct on District Property	January 10, 2000
KGB-R	Public Conduct on District Property	January 10, 2000
KGC	Smoking on District Property	March 21, 2007
KH	Public Gifts to the District	January 10, 2000
KI	Public Solicitations in the Schools	January 10, 2000
KJ	Advertising in the Schools	January 10, 2000
KK	Visitors to the Schools	October 9, 2000
KKA	Recruiters to the Schools	November 14, 2005
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KLB	Public Complaints about the Curriculum or Instructional Materials	October 9, 2000
KLB-E	Citizen's Requests for Reconsideration of Library/Curriculum Materials	October 13, 2003
KLD	Public Complaints about District Personnel	September 10, 2001
KM	Relations with Community Organizations	January 10, 2000
KMA	Relations with Parent Organizations	October 9, 2006
KMB	Relations with Booster Organizations	October 9, 2006

SCHOOL-COMMUNITY RELATIONS GOALS

Staff members have a responsibility to promote good school-community relations. The school-community relations program is directed by the Superintendent and is based upon the following principles:

1. The school-community relations program is a 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.
3. Communications with the public should promote involvement, objective appraisal and support.
4. Communications should be internal as well as external and provide factual, objective and realistic data.
5. The school communications program should be responsive both to events as they arise and to evaluations of the program.

[Adoption date: January 10, 2000]

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 INFORMATION PROGRAM

Communication with the Public

It is the desire of the Board that two-way channels of communication be kept open at all times between the school system and the people of the District. The Board will continually attempt to create and maintain schools that reflect the public's wishes and will do its best to keep the people informed of the affairs of the District.

To help achieve the above goals, the Board authorizes the Superintendent:

1. to prepare or guide the preparation of informational materials including newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material and to maintain a close liaison with mass media and publicity organizations;
2. to organize or assist in the development of speakers' bureaus and speaking engagements with civic, PTA, church and other groups;
3. to provide staff members with assistance and materials for working locally with educational meetings and in the preparation of material for community and staff use;
4. to assist in coordinating work with civic and other groups which contribute to District values (science fair, art and other exhibits, etc.) and
5. to serve as community relations counselor to the Board and to other staff members.

Media of Communications

The Board desires that all members of the community be kept wholly informed on the affairs of the District. In maintaining good public relations, the community must be clearly and objectively informed of the purposes, accomplishments, problems and needs of the schools. The following media and organization shall be used to accomplish this:

1. newspaper releases
2. school newsletters
3. letters to parents on special topics
4. annual financial reports
5. public meetings
6. Liberty Union-Thurston District Advisory Council

[Adoption date: January 10, 2000]

Liberty Union-Thurston Local School District, Baltimore, Ohio

PUBLIC'S RIGHT TO KNOW

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

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

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

Records pertaining to individual students and other confidential materials are not released for inspection to the public or any unauthorized persons, either by the Treasurer, Superintendent or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. 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.

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

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

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

If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. ***Copies of public records maybe requested at a cost of ten cents (10¢) per copy, or two dollars per data disk.*** ~~A fee may be charged for copies. The District may require the fee charged for copies ***must be*** to paid in advance ***at time of pick-up.***~~

The person making a mail request pays the cost of postage and other supplies (***copies***) 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.

[Adoption date: January 10, 2000]
[Revised date: September 10, 2001]
[Revised date: April 9, 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 Disabled Students
JO, Student Records
KA, School-Community Relations Goals
KKA, Recruiters in the Schools

PUBLIC RECORDS REQUESTS

“Public Records”:

- Document the organization, function, policies, decisions, procedures, operations or activities of the school district
- Are stored on a fixed medium
- Are created, received by, or come under the jurisdiction of the school district

Public Records Requests Accepted Monday-Friday, 8 A.M. - 4 P.M., Except Holidays

- Requests are made to the Superintendent or Treasurer at the LU-T District Office
- Any person may inspect public records at no cost
- Copies of public records may be requested, at a cost of ten cents per copy or two dollars per data disk (due at time of pick-up or prior to mailing)
- The requester must pre-pay postage if records are to be mailed

Public Records Requests Will Be Fulfilled Promptly

- Records housed off-site, requiring redaction, clarification or legal opinion will be provided in a reasonable period of time; generally within three days
- Records prohibited from release by state or federal law, such as student education records, or records otherwise protected by the Family Education Rights and Privacy Act of 1974 will not be disclosed

[Adoption date:]

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 10, 2000]

LEGAL REF.: OAC 3301-35-03(J)

CROSS REFS.: EBD, Crisis Management
EBDA, Suicide Intervention

Liberty Union-Thurston Local School District, Baltimore, Ohio

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 District-wide 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.

[Adoption date: January 10, 2000]

BROADCASTING AND TAPING OF BOARD MEETINGS

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

1. Photographs, broadcasting and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting and/or recording devices are being used.
2. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and commentary is to be given in a manner that does not distract 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 10, 2000]

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

COMMUNITY INVOLVEMENT IN DECISION MAKING

Community participation in the schools is essential to promote and maintain the quality of education for all students. The Board believes that the best interests of the District are served when citizens and school staff work together toward school improvement.

In addition to electing fellow citizens to represent them on the school 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 (i.e. Strategic Planning Committee, Booster Groups, etc.) 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 special services to be provided for students;
5. evaluating the extent to which these services are being achieved by present policies and/or
6. solving a specific problem or set of closely related problems about which a decision must be made.

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

[Adoption date: January 10, 2000]

[Revised: March 12, 2007]

LEGAL REF.: OAC 3301-35-03(J)

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the board and board-appointed committees are open to the public. Delegations or individuals are welcome at board meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions:

- A. Establish appointment to present communications or petitions to the board three working days before the board meeting.
- B. Submit communications in writing at the time of requesting an appointment so that they may be duplicated and given to board members in the agenda materials.
- C. Limit presentations to 30 minutes with additional time to be granted by a vote of the majority of the Board. Each individual will be allotted three minutes until the total time of 30 minutes is used.
- D. Only upon the request of the board members will communications from the public be read aloud at the board meetings. These communications will be read by the board president, unless it is in violation of board policy. Such violation will be determined through consultation between the board president or treasurer and the superintendent.
- E. Each person addressing the Board shall give his/her name, address, and who they represent. If several people wish to speak, each person is 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.
- F. The board will take questions and problems under advisement and issue responses after due deliberations, usually at the next meeting.
- G. If questions or problems relate to personnel, the Board will go into executive session to receive such presentations.

Board agendas are available to all those who attend board meetings. The section on the agenda for public participation shall be indicated. Noted in each agenda shall be a short paragraph outlining the board policy on public participation at board meetings.

[Adoption date: January 10, 2000]
 [Revised: October 9, 2000]
 [Revised: April 9, 2001]

LEGAL REFS.: ORC 121.22
 3313.20

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

PUBLIC PARTICIPATION AT BOARD MEETINGS

Delegations or individuals are welcome at Board meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions.

1. Individuals or delegations wishing to present petitions or communications to the Board shall do so in the following manner:
 - A. Establish appointment to present communications or petitions to the Board by Monday before the Board meeting.
 - B. Submit communications and petitions in writing at the time of requesting an appointment so that they may be duplicated and given to Board members in the agenda materials.
 - C. Limit presentations to 10 minutes with additional time to be granted at the discretion of the President.
2. Only upon the request of the Board members shall such materials be read aloud at the Board meetings. Communications which are thus handled shall be read by the Board President, except where such communications are in violation of Board policy. Such violation will be determined through consultation between the Board President or Treasurer and the Superintendent.
3. Delegates shall indicate whom they represent and may be asked to comment on their questions or problems.
4. The Board will take questions and problems under advisement and issue responses after due deliberations, usually at the next meeting.
5. If questions or problems relate to personnel, the Board may go into executive session to receive such presentations.

[Adoption date: January 10, 2000]

COMMUNITY USE OF SCHOOL FACILITIES

Although the basic purpose of public school facilities is to provide the youth of the community a sound educational 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.

General

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes, when such uses will not interfere with the school program. All arrangements shall be subject to the provisions which follow:

School may not be used for teaching or promoting any theory or doctrine of a subversive nature, or which is intended to undermine or overthrow the government of the United States. This restriction does not prohibit the discussion of controversial subjects in a public forum.

The Superintendent is authorized to approve and schedule the use of school facilities by non-school organizations for whose activity no admission charge is made, in accordance with the rules in this policy.

The Board itself reserves the power to approve the use of school facilities by non-school organizations for whose activities an admission charge is made.

The use of school buildings and other facilities by any organization operated for private gain, or any purpose involving private gain, shall be permitted only when:

1. such use is sponsored by some other organization which is not operated for private gain;
2. such gain will not benefit principally the organization which is operated for private gain;
3. a worthy educational, civic or charitable purpose will be served;
4. a substantial group in the community will be benefited and/or
5. alternate facilities are unavailable or available only at undue cost or inconvenience.

Such use of school facilities by members of the faculty and staff shall be discouraged, except in the case of tutoring District students and private music lessons.

Use of School Technology Equipment

1. All requests for use of technology equipment will require the approval of the Technology Coordinator.
2. An hourly fee may be assessed so that a school technology employee can be present to operate the equipment.

Use of Other School Equipment

School equipment may be loaned to responsible community groups for a worthy educational, civic or charitable purpose when:

1. the group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;
2. the equipment is not both unusually expensive and also subject to easy damage;
3. the equipment is in good condition and
4. the group will provide a competent operator for any machines or equipment loaned.

On Sundays

Use of athletic fields and gyms will be prohibited until 1 o'clock in the afternoon on Sundays.

[Adoption date: January 10, 2000]
[Revised: August 8, 2005]
[Revised: March 12, 2007]

LEGAL REFS.: ORC 3311.215
3313.74; 3313.75; 3313.76; 3313.79
4303.26
Title VIII, & 801

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

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 police 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: January 10, 2000]

LEGAL REFS.: ORC 2907.03
 2909.05-2909.07
 3313.20

CROSS REF.: KG, Community Use of School Facilities

TITLE? ? ?

Critical situation sometimes occur because of an intense rivalry, actions of some individuals, or large and unruly crowds. It is always the responsibility of the building principal to be aware of any situation that might warrant additional security or precautions. If so deemed, additional uniformed security people will be used, administrators from the opposing school will be made aware, and zero tolerance will be used in any situation.

An example of how the Liberty Union-Thurston School District reacted to a critical situation was one of our student/athletes had a negative experience with a player from another school twice in one year. Since he also played a spring sport, he was neither permitted to be present to play against the other school or attend any function in which the schools were involved.

[Adoption date:]

PUBLIC CONDUCT ON DISTRICT PROPERTY

Restricted Parking by the Public

The public, parents and students are invited to utilize school parking facilities during school and community events when the events occur on school property. The Board will not assume responsibility for theft, damage and/or vandalism when vehicles are parked on school property.

Because of the potential liability of hazardous cargo and disturbance to residents in the neighborhood, the Board shall discourage the parking of semi-tractor trailer rigs, trucks or other similar vehicles on school property unless they plan to unload freight earmarked for the schools.

(Approval date: January 10, 2000)

SPORTSMANSHIP POLICY AND GUIDELINES

PHILOSOPHY

The member schools of the Mid State League believe that interscholastic competition involving member schools should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all members have a common understanding of those basic principles.

We believe that participation is more important than winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors, and coaches) and is directed to the behavior of spectators, coaches, and players. An additional component to consider is in the area of coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We therefore expect member school spectators to know and embrace the following fundamentals of sportsmanship.

1. Respect should be demonstrated for an athletic opponent and for their school at all times. Host schools should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.
 2. Respect should be demonstrated for the officials at all times. Officials must be assumed to be and accepted as impartial arbitrators who are trained to do their jobs and can be expected to do the job to the best of their ability.
 3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest, and good sportsmanship suggests the importance of conforming to the spirit as well as the "letter" of the rules.
 4. All participants should strive to maintain self control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential education values of athletic competition are to be realized.
 5. All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during, and after contests.
- A. COACHES: The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body, and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behaviors:

1. Instruct their players in the fundamentals of sportsmanship.
2. Teach the value of conforming to the spirit as well as the letter of the rules.
3. Make sportsmanship behavior a matter of team discipline, with appropriate consequences for team members who display unsportsmanlike behavior.
4. Remind the student body at every opportunity that visiting teams are guests, and, as their hosts, they should be polite and courteous.
5. Respect the officials' judgement and interpretation of the rules.
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials and opposing coaches before and after contests.

Coaches should avoid the following inappropriate behaviors

1. Use of profanity
2. Ejection from contest
3. Berating officials or players
4. Inciting spectators/players to behave inappropriately

Suggested disciplinary actions

1. Conference/hearing with school official
2. Growth plan for improvement
3. Possible suspension/termination

Mandatory disciplinary action: If ejected, the minimum suspension should be as determined by OHSAA regulations for the current school year. Refer to the current issue of the OHSAA Handbook for specific regulations.

B. Participants

PLAYERS: Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. It is important that players:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate.
3. Exercise self-control at all times, accepting the judgement of the officials as just that, the best judgement they could make given what they know and see. Never argue or make gestures indicating lack of respect for the official judgement.
4. Accept both victory and defeat with pride and compassion. Congratulate opponents in a sincere manner following either victory or defeat.
5. Accept seriously the responsibility and privilege of representing the school and community.

CHEERLEADERS: Cheerleaders are representatives of the student body. By setting a good example, the cheerleaders can influence and control the actions of the student spectators. They should:

1. Establish standards of desirable behavior in keeping with the fundamentals of good sportsmanship for the cheerleaders and pep club.

2. Use positive cheers that encourage their own team without demeaning their opponents.
3. Use discretion in deciding when to cheer and which cheers to use. Give encouragement to injured players on both sides.
4. Never attempt to distract opposing players or in any way to interfere with their performance.
5. Serve as hosts for visiting cheerleaders.

Participants (players and cheerleaders) should avoid the following inappropriate behavior:

1. Taunting officials, opponents or spectators.
2. Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, it is strongly recommended that the athlete be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season if it occurs at the end of a sports season.
3. Ejection from contest.
4. Use of profanity.
5. Damage/destruction of school property.
6. Theft of school or personal property.

Suggested disciplinary actions:

1. Benching of participants.
2. Removal from contest.
3. Suspension of a portion of the season.
4. Restitution.
5. Conference/hearing with school official.

Mandatory disciplinary actions: if ejected, the minimum suspension should be as determined by OHSAA regulations for the current school year. Refer to the current issue of the OHSAA Handbook for specific regulations.

- C. **SPECTATORS**: Partisan spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:
1. Know and demonstrate the fundamentals of sportsmanship.
 2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
 3. Censure fellow spectators whose behavior is unsportsmanlike.
 4. Be positive toward players and coaches regardless of the outcome of the contest.
 5. Respect the judgement and the professionalism of the officials and coaches.

Spectator inappropriate behavior

1. Verbal/physical abuse of officials
2. Berating players, coaches or other spectators
 - a. Chants
 - b. Signs
 - c. Cheers
3. Interruption of contest
 - a. Throwing objects on playing area
 - b. Entering playing area
 - c. Disruptive behavior

Suggested disciplinary actions

1. Removal from contest
2. Conference/hearing with school official

We believe that each member school of the Mid State League is committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary action is proposed. We also recognize the importance of communication and cooperation between member schools when incidents of inappropriate behavior arise. The quality of our conference depends upon this natural respect. We also believe that being proactive is vital to the education of our students and spectators and therefore offer the following suggested related activities:

1. P.A. announcements at contest
2. Letter to community
3. Insert in game programs
4. Team night promotion of sportsmanship
5. Coaches in-service. . . ethics and sportsmanship
6. Beginning year assemblies
7. Sportsmanship award given at each sports banquet

The above policy and guidelines become effective with the fall season of the 1998-1999 school year.

Effective immediately, athletic officials contracted to work conference contests will be sensitive to any and all verbal abuse engaged in during the course of interscholastic athletic competition in the Mid State League. During the pre-game captains' conference with officials, it shall be the responsibility of the game officials to clearly communicate to each team captain that verbal baiting and bantering during the course of the contest shall be prohibited. Should a participant violate the standards of the sport, the appropriate penalty will be assessed. This may include both the penalty of the particular sport and possible disqualification of the individual given the seriousness of the violation. As a conference, we shall direct our appropriate officials assigner to stress in writing to all MSL officials the importance of enforcing these rules as they pertain to

game administration. We hope for as much preventative officiating as possible, including the stopping of a contest to confer with the head coach of a team and the offending player(s) before assessment of the game penalty. Further, game administrators shall remind officials upon their arrival at game sites that the member schools of the Mid State League expect rigid enforcement of the verbal/bantering/baiting rules of the game.

Should fan heckling of a derogatory nature, racial, obscene or otherwise, take place the contest officials shall request assistance from game administrators to intervene to stop that activity or , as a last resort interrupt the game and, if the abusive behavior continues, have the game administrators eject the offending fans from the premises or discontinue the game.

[Adoption date: January 10, 2000]

TOBACCO USE ON DISTRICT PROPERTY

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. The Board declares all board-owned buildings and vehicles to be tobacco free at all times. Tobacco use is also prohibited on other district-owned property during student activities, such as the stadium or athletic fields during athletic practices or contests.

Citizens caught using tobacco are educated as to the Board's policy; if caught a second time, they are directed to leave school property.

A notice shall be posted at all of the entryways of the school buildings, stadiums and athletic fields.

[Adoption date: January 10, 2000]
[Revised: March 12, 2007]

LEGAL REFS.: ORC 3313.20; 3313.47
3791.031
Goals 2000: Educate America Act

CROSS REF.: GBK, Tobacco Use on District Property by Staff Members
JFCG, Tobacco Use by Students

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

School Rental Fees

Application

Application must be made on the “Application for Use of School Facility” form and be submitted to the principal of the building being requested. The principal will forward the request to the appropriate supervisors and/or the athletic director, and then to the superintendent for final approval. The application must name the sponsoring group or individual, facility to be used, purpose and date of use. Applications for use of school facilities during the summer months may be refused because of cleaning and maintenance. Applications are to be submitted one week or more in advance of the function and the building rental fee and/or deposit must accompany the application form.

Priority of Use and Grouping:

Group A Regular or annual meetings of school-affiliated groups, who work in the capacity of service to the schools, and those who are offering voluntary service to children who are in school attendance - (Example: PTO, School Classes, Booster Clubs, 4-H, Scouts, etc.)

This group shall have the use of school facilities free of rental and service charge unless the activity is scheduled at a time when a custodian is not on duty or cleanup is required. If a custodian or school employee is to be in attendance beyond the regular workday or week, the group must pay the hourly rate of pay for such employee.

Group B School-affiliated groups (same as A) that schedule activities open to the general public - (This includes fund-raising activities, dances, entertainments, parties, etc.)

Group C Community-oriented service groups - (This includes class reunions, athletic groups, if majority are residents of the community, and service organizations, e.g., Lion’s Club.)

This group shall pay a \$50 (fifty dollar) deposit, ½ the rental fee and all of the service fee if a custodian or school employee is to be in attendance beyond the regular workday or week. The group must pay the hourly rate of pay for such employee.

Group D Non-affiliated school, church or community groups - (commercial)

This group shall pay rental fee, deposit and service fee.

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

Rental and Service Charge

High School	Gym	\$50.00 + custodial fee
	Kitchen	25.00 + cook's fee
	Cafeteria	30.00 + custodial fee
	Classroom/Library	15.00 + custodial fee
Middle School	Classroom/Library	\$15.00 + custodial fee
	Kitchen	15.00 + cook's fee
	Gym/Auditorium	50.00 + custodial fee
	Cafeteria	25.00 + custodial fee
Elementary School	Classroom/Library	\$15.00 + custodial fee
	Kitchen	15.00 + cook's fee
	Multi-Purpose Room	50.00 + custodial fee
	Gym	50.00 + custodial fee
Land Laboratory		\$50.00 Deposit (refundable)

NOTES:

1. There will be a \$50 deposit for the use of any LU-T facilities (including land lab), to be refunded if the area is properly cleaned up with no damage. This charge could be waived if deemed appropriate by the Superintendent/ designee.
2. All rental fees are for a maximum three-hour period. An additional fee of \$10 per hour will be charged for each additional hour or part of an hour.
3. The Board of Education reserves the right to waive the rental deposit or service fee in any instance.
4. School employees, Board of Education members or members of the Basil Joint Fire District and the Thurston Fire Department may use the gym rent-free provided the use is non-profit, for recreational purposes and is only occasional and not on a regularly scheduled basis.
5. A group requesting facility use may be required to obtain and pay for police supervision.
6. Permission to use school equipment must be requested when filing a building use form. All moving and/or adjusting of school equipment shall be done by, or under the supervision of a school employee.
7. District policies regarding possession and/or use of alcohol, drugs, weapons and tobacco on school property must be strictly adhered to.
8. Facilities will not be rented to non-resident individuals or groups.
9. Gymnasium use will be equitably assigned by the superintendent/designee based on building use requests. Changes in use of the gym will be at the discretion of the superintendent/designee.
10. A Board employee must be in attendance when deemed appropriate by the superintendent/designee.
11. The superintendent is authorized to re-assign activities to a location other than the requested location, to accommodate scheduling problems and/or to place activities in the most appropriate area.

**APPLICATION FOR USE OF SCHOOL FACILITY
LIBERTY UNION-THURSTON LOCAL SCHOOLS**

621 Washington Street, Baltimore, Ohio 43105-1177 Phone (740) 862-4171 - Fax (740) 862-2015

Date _____ Name of Organization _____

Nature of Activity _____

Facility Being Requested: (Mark Your Choice with an X) * Any kitchen supplies to be used by the group must be approved by the cafeteria supervisor		High School	Middle School	Elementary School	Rental Fee	Deposit
	Classroom					
	Auditorium					
	Gymnasium					
	Multi-Purpose					
	* Kitchen					
	Library/ Media Ctr.					
	Land Lab.					
	Other					

Name of Sponsor _____ Phone _____

Address (If not a school employee) _____

Date of Event _____ Time: from _____ to _____

Name of Employee Responsible: (print legibly)				
Employee position: (check one)	Teacher _____	Custodian _____	Cook _____	Other _____
				Specify _____

Duties of Employee: _____

Employee's Fee (if applicable): \$ _____

Signature of Sponsor & Phone (where you can be reached)

The organization I represent agrees to accept the responsibility for the preservation of order and all damages incurred by the group, or members of the group, to the premises, building, or facilities. I also agree to indemnify and hold harmless the Liberty Union-Thurston Board of Education and its agents and employees from all liability, claims, demands, damages, or costs, arising out of this facility, whether it be caused by negligence of the group using the facility or by the Liberty Union-Thurston Board of Education or by either party's agents or employees.

Signature of Cafeteria Supervisor	Approval of Activity by Principal	Approval of Athletic Director
Signature of Maintenance Supervisor	Signature of Building Services Supervisor	Application Approved Superintendent of Schools

A copy of this application will be sent to each person required to sign their approval.

[Adoption date: February 9, 2004]
[Revised: August 8, 2005]

COMMUNITY USE OF SCHOOL FACILITIES

All requests for the use of facilities by any outside organization wishing to use the buildings after school hours are to be made through the office of the principal of the building requested. The principal will forward the request to the appropriate supervisors and/or the athletic director, and then to the superintendent for final approval.

1. Smoking shall be limited to such areas designated by the school authorities outside of any school building.
2. There shall be no heroin, marijuana, LSD or any other habit-forming drugs or agents that produce hallucinations, mistaken notions or fancies on the school grounds at any time except for a person taking them under a doctor's prescription.
3. There shall be no alcoholic liquors or beverages brought to or consumed in the buildings or on the grounds.
4. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted.
5. The applicant is held responsible for the preservation of order.
6. When cafeteria facilities are required, a school cook must be employed.
7. Arrangements for all electrical equipment shall be under the control of the Board or its representative.
8. The Board or its representative must have free access to all rooms at all times.

The auditorium, gymnasium or any other room used by the applicant will be examined carefully after use by a building services employee. The applicant agrees to promptly make good any loss or damage occurring during the applicant's use of said room or rooms.

10. The right to refuse any group usage or to revoke a permit at any time is reserved by the school authorities.
11. No reservation will be made until the application and deposit, if applicable, is returned and approved by the Superintendent.
12. Scheduled charges shall always prevail, regardless of the organization involved, where a charge is made for admission. The sole exception to this rule shall be school-connected groups such as PTO, Athletic and Music Boosters, etc.
13. The gymnasium may not be used for athletic purposes unless the participants are wearing gym shoes.

Guidelines for Land Lab Use by Out of School Groups

The E. N. Sands Memorial Land Laboratory was donated to the District with the understanding that its natural setting be preserved in order to provide educational and recreational experiences for the people of the community.

The following guidelines will be followed:

1. Use will be granted to community groups from the Baltimore area.
2. Private individuals may use the facility for research purposes if permission has been granted by the Superintendent.

File: KG-R

3. Reservations for use must be made at least one week in advance. The current “Application for Use of School Building” request form should be filled out. Priority Group D per Board exhibit KG-E will be charged a rental fee of \$50 for each day’s use. A building services employee will be responsible for checking the facility immediately after use.
4. There shall be no damage to or removal of any part of the natural environment (e.g., chopping trees, collecting wildflowers, hunting, digging).
5. All youth groups must have one adult supervisor for every 10 children. Youth groups must be out of the land lab by dark.
6. Only cooking fires will be built.

The Superintendent is responsible for scheduling groups and activities both outside and within the District.

[Approval date: January 10, 2000]
[Revised: August 8, 2005]

VISITORS TO THE SCHOOLS

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

To ensure that no unauthorized persons enter buildings, all visitors to schools must report to the school office upon entering the building to receive authorization before visiting elsewhere in the building.

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

[Adoption date: January 10, 2000]
[Revised: October 9, 2000]

LEGAL REFS.: ORC 3313.20

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

RECRUITERS IN THE SCHOOLS

All recruiters, military, non-military, 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 through 12 must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information.

[Adoption date: April 14, 2003]
[Revised: November 14, 2005]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC & 1232g
ORC 149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3313.13
OAC 3301-35-02(B)(4)(b); 3301-35-03(E)

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

[Adopted: November 14, 2005]

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes the need and right of students for 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: January 10, 2000]

[Revised: October 9, 2000]

LEGAL REFS.: ORC 3329.07; 3329.08; 3329.09

CROSS REF.: 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 are your concerns about this material? (Be specific)

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

4. What is good about this material and why? (Be specific) _____

5. Did you read the entire material or parts of it? _____

What parts of the material did you read? _____

Why did you read those parts? _____

6. What do you believe is the theme of this material? (Explain your rationale) _____

7. What would you want the 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.

File: KLB-E

Why would you recommend that? _____

Date

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: September 10, 2001]

LEGAL REFS.: ORC 121.22

CROSS REF.: BDC, Executive Sessions
KL, Public Complaints
KLB, Public Complaints about the Curriculum or Instructional Materials

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: May 10, 2004]
[Revised: October 9, 2006]

LEGAL REFS.: ORC 3313.20

CROSS REF.: 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 BOOSTER ORGANIZATIONS

The Board recognizes that the endeavors and objectives of booster organizations can be a valuable means of stimulating interest and endorsement of the aims and achievements of the District. Care must be taken to avoid compromising or diluting the responsibility and authority of the Board.

Annually, booster organizations must submit to the Superintendent/designee their tentative goals, objectives, projects and/or activities along with their fund-raising plans for the next school year and any changes made during the school year for review by the Board.

The Board retains final authority over all plans, projects and activities involving District students.

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

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

Booster organizations must have permission from the Board prior to any construction of facilities. The organization must provide the Board, in writing, that funds are available to complete the 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: October 9, 2006]

LEGAL REFS.: ORC 3313.20; 3313.47

CROSS REFS.:

- IGDG, Student Activities Funds Management
- IGDH, Contest for Students
- KG, Community Use of School Facilities (Equal Access)
- KGB, Public Conduct on District Property
- KK, Visitors to the Schools
- KMA, Relations with Parent Organizations