

## SECTION K: SCHOOL-COMMUNITY RELATIONS

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<a href="#"><u>KA</u></a>	<b>School-Community Relations Goals</b>
KAA	School-Community Relations Priority Objectives
KB	<b>Public Information Program</b>
<a href="#"><u>KBA</u></a>	Public's Right to Know
KBB	School-Sponsored Information Media
KBC	News Media Relations
<a href="#"><u>KBCA</u></a>	News Releases
KBCB	News Conferences and Interviews
KBCC	News Media Services at Board Meetings (Also BDDI)
<a href="#"><u>KBCD</u></a>	Broadcasting and Taping of Board Meetings (Also BDDJ)
KBCE	Sports and Special Events News Coverage
KBD	Speaker Services
<a href="#"><u>KBE</u></a>	Tax Issues (Also FD)
KBF	Use of Students in Public Information Program
<a href="#"><u>KC</u></a>	<b>Community Involvement in Decision Making</b> (Also ABA)
<a href="#"><u>KD</u></a>	<b>Public Participation at Board Meetings</b> (Also BDDH)
KE	Staff Participation in Community Activities (Also GBF)
<a href="#"><u>KF</u></a>	<b>Community Instructional Resources</b> (Also IIC)
KFA	Special Interest Materials (Also IIAD)
<a href="#"><u>KG</u></a>	<b>Community Use of School Facilities</b>
KGA	Public Sales on School Property
<a href="#"><u>KGB</u></a>	Public Conduct on District Property
<a href="#"><u>KGC</u></a>	Smoking on District Property
<a href="#"><u>KH</u></a>	<b>Public Gifts to the District</b>
<a href="#"><u>KI</u></a>	<b>Public Solicitations in the Schools</b>
<a href="#"><u>KJ</u></a>	<b>Advertising in the Schools</b>
<a href="#"><u>KK</u></a>	<b>Visitors to the Schools</b>
<a href="#"><u>KL</u></a>	<b>Public Complaints</b>
KLA	Public Complaints about Policies
<a href="#"><u>KLB</u></a>	Public Complaints about the Curriculum or Instructional Materials
KLC	Public Complaints about Facilities or Services
<a href="#"><u>KLD</u></a>	Public Complaints about District Personnel

**SECTION K: SCHOOL-COMMUNITY RELATIONS**  
(continued)

KM	
<a href="#">KMA</a>	<b>Relations with Community Organizations</b>
KMB	Relations with Parent Organizations
KMC	Relations with Booster Organizations
KMD	Relations with Neighborhood Associations
KME	Relations with Religious Organizations
KMF	Relations with Youth Organizations
KMG	Relations with Private Social Service Organizations
KMH	Relations with Business Organizations
KMI	Relations with Labor Organizations
KMJ	Relations with Political Organizations
	Relations with Indian Tribal Councils
KN	Relations with Governmental Authorities
KNA	Relations with Local Governmental Authorities
KNAA	Relations with Fiscal Authorities
KNAB	Relations with Taxation Authorities
KNAC	Relations with Election Authorities
KNAD	Relations with Anti-Poverty Authorities
KNAE	Relations with Housing Authorities
KNAF	Relations with Health Authorities
KNAG	Relations with Welfare Authorities
KNAH	Relations with Parks Authorities
KNAI	Relations with Recreation Authorities
KNAJ	Relations with Police Authorities
KNAK	Relations with Fire Authorities
KNAL	Relations with Civil Defense Authorities
KNAM	Relations with Environmental Authorities
KNAN	Relations with Planning Authorities
KNAO	Relations with Zoning Authorities
KNB	Relations with County Governmental Authorities
KNC	Relations with State Governmental Authorities
KND	Relations with Federal Governmental Authorities

## SCHOOL-COMMUNITY RELATIONS GOALS

The Troy Board of Education believes that school-community relations are inseparable from the life of any school situation, and concerns, without exception, every person through the school system.

School-community relations are always a part of the interaction of school-associated persons with non-school-associated persons.

The Board believes that in the continuous process of community relations, a complete program works two ways: the school must be responsive to the community and the community must be responsive to the school.

As a prerequisite for a good program outside, communication lines within the system must be open.

Good relationships, internally and externally, depend on the quality of a school's communication system.

Therefore, a Department of Communications exists within the Administrative Office. Under the direction of the Superintendent, responsibility of this department is to (1) maintain a free flow of intraschool information and (2) keep the community informed of activities of the school system, and to invite the response of the community to school activities so that programs of action can be sponsored with public understanding and support.

[Adoption date: June 24, 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. It 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 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 within 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 requests physically sent by mail or another delivery service 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. If the District provides public records on a free and accessible website the number of request delivered in a digital

format to any one person may be limited to 10 a month unless the records requested are not provided on the website and 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 will be maintained and readily available to the public in the central office.

Adoption date: September 28, 2007  
Re-adoption date: January 9, 2017

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g  
ORC 121.22  
149.011; 149.35; 149.381; 149.41; 149.43  
3319.321  
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions  
BDDG, Minutes  
EHA, Data and Records Retention  
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  
KKA, Recruiters in the Schools

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: June 24, 2002]

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

CROSS REF.: EBD, Crisis Management

## NEWS RELEASES

The procedures regarding news releases are as follows.

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

(Approval date: June 24, 2002)

## 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. Persons interested in taking photographs, broadcasting or recording board meetings should notify the Board of their interest in doing so.
2. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and no commentary is to be given in a manner that distracts Board members or the audience.
3. The Board has the right to halt any recording that interrupts or disturbs the meeting.

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

Adoption date: December 11, 2017

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

CROSS REFS.: BD, School Board Meetings  
BDDH, Public Participation at Board Meetings (Also KD)



## TAX ISSUES

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

Tax reduction factors are considered in coordination with the Sexennial Reappraisal and/or the Triennial Update in affected District counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

Adoption date: June 24, 2002

Re-adoption date: July 13, 2015

LEGAL REFS.: Ohio Const. Art XII, Section 2, 5  
ORC Chapter 133  
319.301  
3311.21  
3313.37; 3313.375  
3315.07  
3501.01  
Chapter 5705  
Chapter 5713  
5715.33  
5748.01  
OAC 5703-25-45 through 5703-25-40

CROSS REFS.: BCF, Advisory Committees to the Board  
FL, Retirement of Facilities

## COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

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

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

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

[Adoption date: June 24, 2002]

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

CROSS REF.: BCFA, Business Advisory Council to the Board

## PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings.

The Board has the right to halt any recording that interrupts or disturbs the meeting.

[Adoption date: June 24, 2002]

LEGAL REFS.: ORC 121.22  
3313.20

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

## COMMUNITY INSTRUCTIONAL RESOURCES

Helping each student develop to his/her full potential and to become a citizen contributing to the welfare of the community are important objectives of the District's educational program. The Board encourages administrative and instructional personnel to rely on the community as one of its educational resources.

The Superintendent has supervisory control over the community resources program, which includes the school volunteer service. Members of the staff and of the community are encouraged to offer their ideas and services through the channels which the administration develops.

The Superintendent reports to the Board on the involvement and effectiveness of the community resource program.

[Adoption date: June 24, 2002]

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

CROSS REF. GBQ, Criminal Record Check

**COMMUNITY USE OF SCHOOL FACILITIES**  
(Equal Access)

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

Adoption date: July 13, 2015

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

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

## COMMUNITY USE OF SCHOOL PREMISES

### Rules and Regulations Governing the Use of School Premises

The Board encourages the community use of school premises. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allocated for building services and maintenance; therefore, specific regulations have been established.

1. All requests by any responsible organization or of a group of citizens to use school premises (classrooms, auditorium, gymnasiums, stadium or cafeterias) shall be made to the appropriate building personnel at least one month prior to the time for which the building or part thereof is being requested. No building shall be used for commercial or personnel gain.
2. An employee of the Board or an approved representative must be on duty whenever a school building or facility is used by an outside group.
3. The Superintendent of Schools or the Business Manager reserves the right to reject any applicant upon good cause.
4. Any rental contract may be terminated without prior notice by the Board of Education, if in the opinion of the Business Manager, the Superintendent or Board of Education; the use of the facility may cause damage to person or property.
5. If free use is granted, the meeting shall be nonexclusive and shall be open to the general public.
6. No public event shall infringe upon or interfere with the regular program of the school. On days when school is closed because of snow or other calamity, all activities scheduled for that date are cancelled or postponed.
7. The person signing the rental contract is assumed to be the responsible party and is in charge of the activity for the organization or group which is given permission to use school premises and must assume personal responsibility for enforcement of these rules.
8. The person in charge of the activity shall further be responsible for the general supervision and safety of all who attend the activity and for the protection of public/private property while on school grounds that may require police protection as determined by the Business Manger.
9. If police protection is needed, it shall be the responsibility of the organization or group renting or using the building or part thereof to arrange to have such service provided at the lessee's expense.
10. Smoking shall not take place within the confines of any building or on school property.
11. Possession of the use of alcoholic beverages or any illegal drug or controlled substance of any kind on school premises is not permitted.
  - A. The Board may by resolution, make an exception to the prohibition of the possession of alcoholic beverages on school premises upon the written request from the sponsor of a community event which meets all of the following criteria:
    - i. The community event for which the waiver is sought will provide a significant economic benefit to the Troy community.
    - ii. A written proposal is presented to the Board which addresses in detail the means and manner in which the use of alcoholic beverages on school premises will be monitored and controlled.

- iii. The sponsor of the event provides assurances which are satisfactory to this Board that allowing the possession and use of alcoholic beverages on school premises will not adversely affect the overall educational mission of the school district.
12. No gambling activities of any description, as defined by law as a form of gambling, shall be permitted on school property.
13. Organizations or groups are required to be responsible and pay for any damage done beyond the normal wear of school property.
14. School or youth organizations using the buildings or grounds must be supervised by an adequate number of adult sponsors to assure proper care and use of school property. The Business Manager may request detailed information about supervision (teacher, principal, coach, Boy Scout leader, etc.) if in his/her judgment it is necessary or required to protect the school.
15. Altering a building for staging a production or for other reasons is not permitted. Moving of furniture within a building is permitted only after proper clearance with the principal of the building. If such permission is granted, the work is then accomplished under the supervision of a school official.
16. Moving and adjusting scenery, securing lighting effects, operating a public address system and similar matters will be accomplished under the direction of an employee of the Board of Education. An additional charge may be necessary for this service.
16. All properties not belonging to the school system are to be removed after the last performance or the following day after use of the facilities.
17. It is agreed that as a condition for using the property the lessee shall provide the Board of Education with evidence of general liability insurance including contractual liability in force that will apply to the lessee's use of the property and will name the Board of Education as an additional insured. Minimum acceptable limits of liability shall be \$1,000,000/1,000,000 per occurrence.
18. The items that enter into the rental cost of the building or part thereof are heat, water, lights, custodial service and any other expenses above the normal wear and tear of school equipment.
19. The lessee shall pay all rental and/or custodial fees in advance to the Treasurer of the Board of Education according to the contract. In some instances, it may be necessary to bill the lessee following the use of the building when the total expenses have been compiled.
20. The Business Manager and the Board of Education reserve the right to make adjustments in charges or rules when circumstances warrant.

#### **Athletic Fields**

21. No vehicles of any kind should be inside the Troy Memorial Stadium without the expressed permission of the Athletic Director or Business Manager.
22. No stakes or support structure of any kind can be driven into playfield area
23. Plywood or other substantive protection must be laid under the legs of any stage to prevent damage to playfield areas.
24. No glass containers or glass of any type will be permitted in Troy Memorial Stadium.
25. No chairs or other means of seating can be set up in playfield areas.
26. Please call the Director of Athletics, at 332-6068 or 332-6045 for athletics facilities concerns.

27. The Business Manager shall be responsible for the proper implementation of this policy.

Classification of Lessee

1. Nonrental -No fee

PTO, Booster groups, teacher, student groups, and school-sponsored events - no rental fee or custodial fee during the normal working hours. After working hours, expenses may be incurred, including the cost of required school personnel.

2. Rental Fee - Nonprofit Community Groups

Civic, church, and other community groups devoted to the community interests of Troy. After working hours, there will be a charge for expenses incurred, including the cost of required school personnel. These fees may be waived if the activity is for the benefit of students of Troy City Schools.

3. Rental Fee - For-Profit Groups

Individuals or groups operating on a profit basis - rental fee plus expenses incurred, including the cost of required school personnel.

Fee Schedule	School Groups	Nonprofit Community Groups	For-Profit Community Groups
(Charges do not include custodial costs.)			
High School Auditorium (large)	0	\$75/per hr.	\$150/per hr.
Additional costs:			
Turn key sound system	0	\$50 deposit	\$50/per 4 hr.
Allen & Heath sound system*	0	\$50/per 4 hr.	\$50/per 4 hr.
ETC Express Light System**Requires trained personnel (\$10.00/hr)	0	\$50/per 4 hr.	\$100/per 4 hr.
New High School Gymnasium	0	\$200 per hour	\$500 per hour
Commons Area	0	\$50 per hour	\$100 per hour
Old High School Gymnasium	0	\$50 per hour	\$100 per hour
Junior High Gymnasium	0	\$50 per hour	\$100 per hour
Concord Multipurpose Room	0	\$25 per hour	\$50 per hour
Elementary Multipurpose Rooms & CN Gym	0	\$25.00 per hour	\$100 per hour
Classroom	0	\$10 per hour	\$25 per hour
Cafeteria*:			
High School (no kitchen facilities)	0	\$25 per hour	\$100 per hour.
Junior High (no kitchen facilities)	0	\$25 per hour	\$100 per hour
Alumni Room	0	\$25 per hour	\$100 per hour
Ferguson Field	0	\$100	\$200
Stadium (custodian required to be on duty)			
No Lights	0	\$200	\$400
With Lights	0	\$300	\$600
Additional Costs			
Fields Lined	0	\$300	\$450
Scoreboard	0	\$50	\$100
Public Address System	0	\$50	\$100



Custodial Costs

Monday – Saturday \$38.30/hr  
Sunday \$51.00/hr.

**\*\* NOTE: If any outside organization requests the use of a kitchen, a food service employee must be hired to supervise the event. If school-owned food service equipment is needed, the food service employee shall be responsible for its operation. The Business Manager reserves the right to request additional employees to work if he/she feels the event warrants it. All such personnel shall be at the expense of the lessee and will be at the employee's rate of pay plus benefits. If kitchen personnel are to prepare and serve a dinner, there must be a minimum of 100 meals served. ALL ARRANGEMENTS FOR THE USE OF THE KITCHEN AND THE PREPARING AND SERVING OF MEALS MUST BE CLEARED THROUGH THE DIRECTOR OF FOOD SERVICE.**

School employees may use the facilities for community, nonprofit events at no cost, but they will be expected to clean the facility after use, as needed. The Business Manager reserves the right to request a custodian to work if, in his/her opinion, the event warrants. The employee will be responsible for the cost of the custodian. The Business Manager reserves the right to make adjustments in fees or rules.

Damage to School Property

As provided in Section 3313.79 ORC, any organization or group of citizens permitted to use school facilities shall be responsible for any improper use and damages done over and above the ordinary wear which may be expected. If payment for such damages is not paid, or if damage or improper use continues, said organization or group shall be deprived of further use of school facilities.

Removal of School Property

Property of the District shall not be taken from any school building, office, or grounds for private use or for loan to any employee or other individual or to any outside organization except with the knowledge of the principal and the approval of the Business Manager.

Troy-Hayner Cultural Center

The following are set forth to establish a policy and procedure for charging the Troy-Hayner Cultural Center for costs incurred by the Troy Board of Education in support of the Troy-Hayner Cultural Center:

1. Communications: Periodic presentations at least once per year will be made to the Board of Education by the Director, or other designated Board of Governors member, on matters regarding the operation of the Troy-Hayner Cultural Center.
2. Identifiable costs: Certain identifiable costs related to the operation of the Troy-Hayner Cultural Center and initially disbursed from the Troy Board of Education General Fund will be appropriately charged to the Troy-Hayner Fund and credited to the Board's General Fund. Such identifiable costs include property insurance, copying expenses, liability insurance, asbestos-related costs and other costs identified as related to the Troy-Hayner Cultural Center.
3. Interest income: Interest income earned by the Troy-Hayner Fund during the fiscal year will be entered in the General Fund of the Troy City School District.
4. Hayner Investment Fund (013-9090): The Troy Board of Education agrees that an investment fund may be/has been set up for the Troy-Hayner Cultural Center for the following purposes:
  - A. To receive from time to time individual cash donations which are not needed to fund current fiscal year operating costs.
  - B. To retain all interest earned by the Investment Fund in the Investment Fund.

- C. When funds from the Investment Fund are needed to operate the Center, a transfer of funds must be requested by the Troy-Hayner Board of Governors of the Troy Board of Education.
  - D. The minimum amount for transfer must be \$10,000 or the remaining balance in the Investment Fund if the balance is less than \$10,000.
5. Troy-Hayner Cultural Center is the exception in that they have their own policy book with guidelines for the procedures and operation of the Cultural Center. This policy book will be approved annually by the Troy Board of Education at a regular scheduled Board meeting.

Rev. July 2016

COMMUNITY USE OF SCHOOL PREMISES  
(Equal Access)

\_\_\_\_\_ (Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of, \_\_\_\_\_ (subject of indemnity) whether it be caused by the negligence of indemnitor or the \_\_\_\_\_ Board of Education or either party's agents or employees, or otherwise.

Revision date: July 2015

## PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by all applicable laws, local ordinances, Board policies and District 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 District employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams.

Unless otherwise permitted by law, 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 at any time.

Whoever violates this policy and/or 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 and local ordinances.

### Good Conduct and Sportsmanship

The Board recognizes the value of cocurricular and extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Students and adults participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

Adoption date: April 8, 2019

LEGAL REFS.: Gun-Free Schools Act; 20 USC 1751  
Gun-Free School Zones Act; 18 USC 922  
ORC 2903.13; 2903.22  
2911.21  
2917.11  
2923.1212; 2923.122  
3313.20(A)

CROSS REFS.: GBCB, Staff Conduct  
IGD, Cocurricular and Extracurricular Activities  
JFC, Student Conduct (Zero Tolerance)  
KG, Community Use of School Premises (Equal Access)  
KGC, Smoking on District Property  
KK, Visitors to the Schools

## PUBLIC CONDUCT ON SCHOOL PROPERTY

### Public Access to Buildings

Any person who is not a District or other educational agency employee shall first report to the office for instructions upon entering the building. Visitors will sign in and sign out to indicate presence and location.

### Unacceptable/Disruptive Behavior

Disruptive behavior includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public areas of a school or facility which are not open to parents/guardians and the general public.

1. using loud and /or offensive language, swearing, cursing, using profane, vulgar or obscene language, or display of temper;
2. threatening to do bodily or physical harm to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation;
3. damaging or destroying school or District property;
4. any other behavior which disrupts the orderly operation of a school, a school classroom, or any other District facility. This can include, but is not limited to, interruptions in the classroom during the school day without prior appointment or
5. Abusive, threatening or obscene, vulgar or profane e-mail or voice mail messages or written communications.

### Parent Recourse

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor. Discipline for violation of this policy shall be in accordance with the provisions of the applicable collective bargaining agreement or for those employed in a nonbargaining unit position, in accordance with Board policy and applicable State statute.

### Authority of School Personnel

1. Authority to Direct any Individual to Leave School or other District premises who: (1) disrupts or threatens to disrupt school or District operations; (2) threatens to or attempts to do or does physical harm to District personnel, students, or others lawfully in a school or on District premises; (3) threatens the health or safety of students, District

personnel or others lawfully in a school or on District premises; (4) intentionally causes damage to school, District property, or property on a school campus or Board premises; (5) uses loud, vulgar, obscene, or offensive language; or enters a part of the school not open to the public or fails to report to the principal's office upon first entering the building, may be directed to leave the school or school premises by a school administrator or in their absence, an employee of the District. If the person refuses to leave the premises as directed, the administrator or other employee shall seek the assistance of law enforcement and request that law enforcement takes action as necessary. If the offender threatens personal harm, the administrator or employee shall contact law enforcement.

2. Abusive, Threatening, or Obscene Written Communication, E-mail or Voice Mail Messages

If any District employee receives written communication, an E-mail or voice message which is abusive, threatening or obscene, the employee is not obligated to respond to the E-mail or return the telephone call. The employee may save the message and contact his/her immediate supervisor. It is the intent of The Troy Schools to promote mutual respect, civility, and orderly conduct among District employees, parents, and the public. It is not the intent of the Troy Schools, however, to deprive any person of his/her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, and parents and other members of the community. In the interest of presenting teachers and other employees as positive role models. Troy Schools encourage positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions. If the message threatens personal harm, the employee shall contact law enforcement.

3. Legislative intent

It is the intent of The Troy Schools to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Troy Schools, however, to deprive any person of his/her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonable possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, and parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, Troy Schools encourage positive communication and discourage disruptive, volatile, hostile or aggressive communications or actions.

(Approval date: June 24, 2002)

## **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, all buildings, property, grounds and vehicles of the Board will be tobacco free including cigarettes, cigars, pipes, herbal tobacco products, electronic and smokeless cigarettes, vapor devices and chewing tobacco.

Citizens failing to comply with this policy are educated as to State law and the Board's policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

Adoption date: July 16, 2007  
Re-Adoption date: September 8, 2014  
Re-adoption date; September 11, 2017

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 which may serve to enhance and extend the work of the schools may be received by the District. It shall be the general policy of the District to direct those who desire to make a contribution to consider equipment or services that are likely to be acquired from public funds.

Individuals or organizations desiring to contribute supplies, equipment, or funds must consult with the Superintendent or his/her designee in advance regarding the acceptability of such contributions. Upon acceptance by the Board of Education, all contributions become the property of the Board.

Contributions of equipment or services that may involve major costs of installation or maintenance, or initial or continuing financial commitments from school funds, shall have prior approval by the Superintendent or his/her designee.

Equipment contributed to the schools becomes the property of the District and is subject to the same controls and state regulations that govern the use and distribution of other school-owned property.

Employee positions funded by the contributions of money are under the exclusive control and supervision of the administration as outlined by the Board of Education policy.

A list of supplies, equipment, or funds contributed shall be reported to the Superintendent at the next regularly scheduled Board meeting.

[Adoption date: June 24, 2002]

LEGAL REF.: ORC 3313.36

## PUBLIC SOLICITATIONS IN THE SCHOOLS

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

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

Before the school directory or directory information about students is made available to any outside person or agency for a profit-making purpose, the request must be approved by the Superintendent/designee.

[Adoption date: June 24, 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

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

[Adoption date: June 24, 2002]

## ADVERTISING IN THE SCHOOLS

### General Guidelines:

1. Any materials received or distributed as part of a public-private partnership must be age appropriate and in the best interest of students.
2. If the economic benefit from a partnership exceeds \$2,500.00 to a school or the District, the agreement must be in writing and approved by the Board.
3. If the agreement requires a contract, the contract may not be for longer than 10 years, or provide for automatic renewals or extensions, nor may it subject the District to payment during periods beyond the length of the contract or in excess of the prorated benefit in the event of early termination.
4. Marketing related to food and beverages must comply with the provisions of the District's student wellness policy, which allows the marketing and advertising of only those foods and beverages meeting applicable U.S. Department of Agriculture requirements.

### Exclusive Vending Agreements:

1. The District will enter into no agreements with vendors to provide exclusive districtwide soft drink access to student customers for soft drinks or snack foods purchased by students in school.
2. No students will be used as agents for any Districtwide vendors in an exclusive arrangement to sell products or services to the community at large.
3. School supply lists are brand neutral and do not endorse any individual merchant.

### Sponsored Educational Materials and Advertising in the Curriculum:

Sponsored educational materials, whether purchased or provided free of charge by the sponsor, are not used in the classroom unless the District has reviewed them and found them to meet the following standards:

1. Accuracy: Statement are consistent with established fact or prevailing expert opinion.
2. Objectivity: Points of view are fairly represented. If the subject is controversial, arguments are balanced. Any sponsor bias is clearly stated and references to differing views are made.
3. Completeness: The materials contain all relevant information and do not deceive or mislead by omission.
4. Language: Materials are both interesting and readable.

### Logo Advertising on School Grounds:

1. All company logos appearing on school property, including non-cash donations provided by sponsors, are for identification purposes only.
2. Logos are not permitted inside or on the outside of school buses.

3. Public signs expressing the District's appreciation of an enterprise's support for education are permitted if approved by the Superintendent/designee.
4. Students are not required to wear the logo of any manufacturer for any school activity.

Advertising in Electronic Media:

1. Except for courses of study that have specific lessons related to advertising, District students are not required to observe, listen to or read commercial advertising in the classroom.
2. The District will not enter into any contract or obtain electronic equipment or software that obligates the District to expose students to advertising directed at young people during school time.
3. The District will not post information about school procedures or events on electronic media that contain advertising directed at students or where personal information including, but not limited to, names, home addresses and telephone numbers is collected from students by service providers.

Revision date: August 14, 2017

## 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. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.)

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

[Adoption date: August 10, 2009]

LEGAL REFS.: 3313.20(A)

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

**NOTE:** ORC 3313.20(A) grants all school districts the authority to “make any rules necessary for the government of all persons entering upon school grounds or premises.” These rules must be “posted conspicuously at or near the entrance to the school grounds or premises or near the perimeter of the school grounds or premises, if there are no formal entrances, and at the main entrance to each school building.”

## VISITORS TO SCHOOLS

The following rules shall govern the entry of persons upon property owned or leased by the Board of Education. These rules shall be posted in conspicuous places upon the various school properties as directed by the Superintendent on authority contained in Section 3313.20 ORC.

### NO TRESPASSING

(Notice Given Under Section 3313.20, Ohio Revised Code)

1. During school hours, no persons other than students, staff, or faculty shall enter upon or be present upon school grounds and premises without permission from the principal or his/her designated agent.
2. Persons desiring to enter upon school grounds or premises who have not obtained permission in advance must, upon entering, report directly to the office of the principal to obtain such permission. All visitors must sign in upon entering and sign out upon leaving.
3. Permission to enter or remain upon school grounds or premises may be granted by the principal or his/her designated agent only for such purposes as are consistent with the proper operation of the school and in conformance with the laws of Ohio and regulations of the Board of Education.
4. Persons attending upon school grounds or premises events or activities sponsored or permitted by the school or principal thereof may enter and remain on those parts of the premises to be used for such events or activities only and shall not go beyond such areas.
5. Persons desiring to enter upon school grounds during periods of construction of school property or prior to the time when newly constructed properties have been open for school use shall obtain permission in advance or upon entering from the Board of Education's representative on the premises.
6. Presence upon school grounds or premises other than in conformance with the provisions of this regulation shall constitute a trespass and shall be subject to prosecution.

(Approval date: June 24, 2002)

## PUBLIC COMPLAINTS

Constructive criticism of the District is welcomed by the Board. Although no member of the community is denied the right to bring his/her complaints to the Board, he/she is referred to the proper administrative channels for solution before investigation or action by the Board. Exceptions may be made when the complaints concern Board actions or Board operations.

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

1. employee
2. principal
3. Superintendent/designee
4. Board of Education

If a complaint, which was presented to the Board and referred through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter is made to the Board 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: August 10, 2009]

LEGAL REFS.: ORC 121.22  
149.43

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



## PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

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: August 10, 2009]

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: June 24, 2002]

LEGAL REF.: ORC 121.22

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

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

## PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

It is the policy of this Board that as the employing authority of all District employees, it needs to be aware of citizen complaints concerning any of its employees. At the same time, it recognizes that its employees have rights of privacy which need to be protected. This is particularly true where allegations concerning a specific employee prove to be unfounded. This Board also recognizes its obligation to conduct public business only in public meetings unless a specific exemption is provided by law, which allows a matter to be discussed in an executive session.

Finally, the Board reaffirms that it is in the best interest of this school District to permit citizens not merely to attend Board meetings but to have input upon decisions of the Board in a constructive and responsible manner. It is the purpose of this policy to balance these various interests in such a manner as to allow this Board to receive input from the public and effectively address complaints about employees while not unnecessarily invading the privacy interests of its employees or the public's right to be informed as to school District affairs.

Therefore, the following policy is hereby adopted:

1. Any person who has a complaint concerning a specific employee shall first direct it to that employee's immediate supervisor. This ordinarily is the building principal but, in cases of doubt, the Personnel Director can be contacted at the Central Office who will direct the complainant to the proper supervisor.
2. If the issue cannot be resolved at that level, the party next shall contact the District Superintendent or his/her designee who will attempt to resolve the issue.
3. Both the supervisor and the Superintendent will proceed as appropriate to the specific employee in accordance with Section 2.622 of the Professional Negotiations Agreement with the Troy Teachers Association, Article 6 of the negotiated agreement with the Troy City Schools Staff Support Association and Board Policy for nonbargaining unit employees.
4. It is the policy of this Board not to become involved in complaints concerning employees unless the matter has not been resolved at the building or Superintendent level. Any person who has a complaint concerning a specific District employee and who has not followed the steps in this policy will be directed to do so before the matter is brought to the Board Level.
5. In the event that the first two steps in this policy are not successful in resolving the issue, any person may request to discuss the conduct of a specific employee with the Board. If the Board President determines that a person addressing the Board is making a complaint against a specific public employee, it may, by roll call vote, determine to discuss the complaint in an executive session. This executive session will be held only at a regular or special meeting of the Board and shall not constitute a hearing

concerning any employee. The Board shall determine who shall be permitted to attend all or any part of an executive session and this policy shall not be interpreted to give any person, including the employee against whom the complaint is made, the right to attend the executive session.

6. This policy shall not affect any rights of employees provided by any collective bargaining agreement or under the laws of the state of Ohio. It is not intended and shall not be used to limit the opportunity of any citizen to address the Board concerning any District employee. It is intended only as a means of regulating the procedure of addressing complaints concerning specific District employees in a manner that is fair, consistent and respects the privacy of individuals.

(Approval date: June 24, 2002)

## 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 identify 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 Superintendent/Designee as a prerequisite.

Principals and staff members need to work closely with the officers of all parent organizations (PTOs and Clear Channels; does not include booster clubs) 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 on the compliance with, or experience related to, the Board's policy of standardizing materials and equipment.

(Adoption date: July 17, 2006)

LEGAL REF: ORC 3313.20

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