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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 systematic, two-way process of communications between the District and the community.
2. The District 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. School communications should be responsive both to events as they arise and to evaluations of the process.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-02; 3301-35-04

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.

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 administration offices are open. Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the 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 Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.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. A fee may be charged for copies. The District may require the fee charged for copies to be paid in advance.

The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

Each principal is authorized and expected to keep the school's community informed about the school's program and activities. The release of information of Districtwide interest is to be coordinated by the Superintendent/designee.

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.

[Adoption date: October 11, 2004]

[Revision date: September 24, 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
(HIPPA)
IGBA, Programs for Students with Disabilities
JO, Student Records
KA, School-Community Relations Goals
KKA, Recruiters in the Schools

DISTRICT WEB SITE PUBLISHING

School web sites provide the District with unique and ever-changing ways to interact with the community and improve student learning. School web sites:

1. allow an individual school to provide current and complete information to its community at large;
2. give the community a means to communicate effectively with students and personnel;
3. create expanded means for student expression and/or
4. provide new avenues for teachers to help students meet high standards of performance.

All District schools wishing to maintain a presence on the Internet must develop written web regulations that allow the school to realize the benefits of maintaining a web site while protecting the school and community from its potential misuse.

Purpose and Use of District Web Sites

The primary purpose of a District's web site is to communicate effectively with its community. The principal or designee shall ensure that the site is maintained in such a way that the community receives reasonably current and accurate information.

The District may elect to have its web site serve additional purposes related to its educational mission. These include, but are not limited to:

1. publishing a student newspaper;
2. posting teacher-created class information or
3. publishing appropriate student class work.

When a school allows student publications on its web site, the purpose of including such publications shall be clearly identified in that section of the site. These publications shall be consistent with the mission, goals, policies, programs and activities of the District. All publications shall meet established District requirements related to student print publications and in accordance with State and Federal law related to student expression.

Advertising or Sponsorships

Any use of advertising or sponsorships that appear on a school web site must be approved by the Superintendent or his/her designee. Guidelines must be consistent with District policies and guidelines used in other District publications.

The Board directs the Superintendent to develop regulations to implement this policy. Such regulations shall address student and staff privacy and content standards for web site publications.

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[Adoption date: October 11, 2004]

LEGAL REFS: Family Educational Rights and Privacy Act; 20 USC Section 1232g
Children's Internet Protection Act; (P.L. 106-554, HR 4577, 2000,
114 Stat 2763)
ORC 149.41; 149.43
3313.20
OAC 3301-35-04; 3301-35-06

CROSS REFS.: EDE, Computer/On-Line Services (Acceptable Use and Internet Safety)
IGDB, Student Publications
JO, Student Records
KBA, Public's Right to Know
KJ, Advertising 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 issues. The Superintendent/designee develops and maintains procedures to provide wide coverage and to coordinate publicity which enhances the image of the District.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BCB, Board Officers
EBD, Crisis Management

NEWS RELEASES

The procedures regarding news releases are as follows.

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

(Approval date: October 11, 2004)

BROADCASTING AND TAPING OF BOARD MEETINGS

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

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

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

The original audio recording before editing is kept as a permanent record as determined by law.

[Adoption date: October 11, 2004]

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

TAX ISSUES

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

Tax reduction factors are considered in coordination with the sexennial property appraisal in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: October 11, 2004]

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5
ORC Chapter 133
3311.21
3313.37; 3313.375
3315.07
3501.01
Chapter 5705
5748.01 et seq.

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

COMMUNITY INVOLVEMENT IN DECISION MAKING

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: October 11, 2004]

LEGAL REFS.: ORC 121.22
OAC 3301-35-02; 3301-35-03; 3301-35-04

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

Middletown City School District, Middletown, Ohio

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three 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, present and voting.

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.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 121.22
3313.20

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

COMMUNITY INSTRUCTIONAL RESOURCES

Helping each student develop to his/her full potential and to become a citizen contributing to the welfare of the community are important objectives of the District's educational program. The Board encourages administrative and instructional personnel to rely on the community as one of its educational resources. The administration directs community instructional resources designed to involve the citizens, institutions and environment of our community in the education of its children.

The Superintendent/designee has supervisory control over community relations, which includes school volunteer service. The Superintendent/designee develops and maintains guidelines and procedures to support District use of volunteer services. Members of the staff and of the community are encouraged to offer their ideas and services through the channels that the administration develops.

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

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: GBQ, Criminal Record Check
IICC, School Volunteers

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

The Board believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purposes of the property or interfere with the educational program of the schools and is in harmony with the general purposes of the District. No school building or grounds shall be used for the purposes of raising money unless the proceeds thereof are used exclusively for school purposes or for recognized charitable or community welfare purposes.

The Board may allow the use of school facilities when such permission has been requested in writing by a responsible organization, or a group of at least seven citizens, and has been approved under the operating procedures and administrative guidelines defined by the Superintendent.

It is the Board's decision that the grounds and facilities shall be made available for the following purpose, upon proper request and conclusion of the District indemnification arrangements (as appropriate). Giving instruction in any branch of education, learning, or the arts; holding educational, religious, civic, social or recreational meetings and entertainment, and for such other purposes as promote the welfare of the community (provided the meetings and entertainment are non-exclusive and open to the general public). No rental fees are charged for groups in numbers one through six. The use of facilities for these purposes shall be free of charge except for the reimbursement of any costs incurred by the District and/or for damages done to facilities.

When there are competing interests in the use of grounds and facilities, it is the Board's intention that approval be given priority according to the following list.

1. District activities and programs (including PTO)
2. Other Sanctioned groups within the District boundaries such as:
 - A. Scouting groups (Boy Scouts, Girl Scouts, etc.)
 - B. Campfire Girls
 - C. Junior Achievement
 - D. School age youngsters in YMCA and YWCA
 - E. Travel series of YMCA and YWCA
 - F. School age youngsters in Middletown Park and Recreation programs
 - G. Rainbow Girls
 - H. Pee-Wee Football Association
 - I. Parent-Teacher Organization
 - J. Middletown Principals' Association
 - K. MTA and OEA
 - L. DeMolay

- M. Big Brothers and Big Sister
- N. Kiwanis, Lions, Optimist (meetings)
- O. Parents Without Partners
- P. 4-H Clubs
- Q. City of Middletown (public meetings, tests, etc.)
- R. State Highway Patrol (Post 9)
- S. Middletown Police Department
- T. Agencies of Arts in Middletown
- U. Middletown Youth Basketball

3. Meetings of employee associations
4. Municipal government department and/or agencies
5. Other government agencies
6. Community organizations or groups:
 - A. Charitable
 - B. Civic
 - C. Social
 - D. School facilities may be used for religious purposes on a short-term basis when a church group has suffered a casualty loss to its regular premises.
 - E. Recreational
 - F. Educational - This includes charter schools and parochial schools located within the district, as well as organizations related to these schools.
7. Other organizations

Facilities shall also be made available (after regular school hours) to any certified candidate for public office and any recognized political party or organization, for the purpose of conducting public discussions of public questions and issues. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

The Board approves rental regulations and rate schedule annually.

[Adoption date: October 11, 2004]
[Revision date: February 28, 2005]
[Revision date: September 13, 2005]

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

File: KG

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

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

Any organization or individual desiring to use any school facility of the District shall complete a License for Use of School Property Form and submit the form to the Business Manager's office for approval. The Business Manager's office will send a photocopy of the form to the appropriate administrator. These procedures apply regardless of whether the organization has a 501 (c) (3) tax exempt status.

Each application must be cleared with respect to date, time and other arrangements with the athletic director or building administrator. Whenever there is extra pay for school employees as a result of the use, it will be charged at the rate of \$20 per hour for straight time, \$30 per hour for overtime or Saturdays and \$40 per hour for Sundays.

Each applicant must provide proof of liability insurance covering facility use in an amount no less than \$1 million. This policy shall specifically include MCS D as an additional insured party. A copy of the insurance certificate serves as adequate proof. It is not necessary for PTO's and MCS D booster groups to provide proof of insurance since this is provided by the District.

The District reserves the right to demand sufficient time for full investigation, notice and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by appropriate personnel with 30 days notice. Weather/Extended seasons are exemptions to this rule. All approvals are granted with this understanding.

In no case are those who have been granted permits to assign, transfer, sublet or charge a fee to others for the use of school property.

Generally speaking, school building facilities are not available for use during the summer months due to the annual cleaning process.

Ineligible Users

Groups or persons are not granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

1. School facilities may be used for purposes in which an admission or participation fee is charged, only under one of the following conditions.

All of the fees go to an approved charitable organization (one recognized by the Internal Revenue Service as tax code exempt under IRS Code Section 501 (c) (3)). Fees are charged only to the extent required to cover costs for the

service or performance rendered. Facilities may not be used for the purpose of making a profit by an individual or a for-profit organization.

2. School facilities will be available for use under this policy only for groups or individuals who have paid in full all previous invoices for rent or custodial services resulting from prior uses of school facilities.

Rules and Regulations

1. Requests for use of facilities should be initially directed to the building principal or to the AD office for use of sports facilities. Final approval of all uses are subject to the approval by the Business Manager's office.
2. Requests for use of facilities must be made a minimum of two weeks prior to the date of use.
3. Kitchen and kitchen equipment may be used only at the discretion of the General Manager of Food Service and then only if use is under the direct supervision of the Food Service employee assigned to be on duty for that event. All payments received by the District that are the direct result of food service labor costs in connection with the event, should be credited to the food service account. The hourly rate shall be as defined in the Rental Fees portion of this policy.
4. School cash registers may not be used at anytime, by anyone.
5. Users must take reasonable steps to ensure orderly behavior and be responsible for paying for all damage associated with use of the facility or equipment.
6. The District reserves the right to request payment of estimated fees in advance.
7. Tobacco, alcoholic beverages and controlled substances are prohibited on District property at all times. All users are responsible for complying with the regulation.
8. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the Business Manager's office. The use of open flames, such as candles, is permitted only with written permission from the Fire Marshall.
9. Requests for District-owned equipment are not included in the direct or

indirect costs and shall be charged based on request and type of equipment.

10. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the Business Manager.
11. Use of stages, furniture and equipment must be arranged for in advance. Setup and cleanup may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily are paid for by the user. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating or supervising special or extra equipment will be charged to the using group.
12. Use during summer vacation, on holidays or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel to provide supervision.
13. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
14. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.
15. A school custodian shall be on duty whenever a facility is being used except as exempted by the Business Manager. The custodian is responsible for seeing that the facility or facilities are left in good order after the activity is over. Whenever there is extra pay for school employees as a result of the use, it will be charged at the rate of \$20 per hour for straight time, \$30 per hour for overtime or Saturdays and \$40 per hour for Sundays.
16. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
17. Corridors, exits and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use.
18. The District is not responsible for any loss of valuables or personal property.
19. Flyers, booklets or other printed or audio-visual materials may not be

distributed unless they relate directly to the activity for which the school facility is being used.

20. Non-marking gym shoes must be worn when using any gymnasium floor.
21. Playground facilities may not be used by any person after dark.
22. Skateboards or other equipment which constitutes a safety hazard are not allowed on District premises at any time.
23. Liability insurance in the minimum amount of \$1 million must be provided by any user of school facilities.
24. Police protection, if necessary, must be provided by the sponsoring organization to insure safety, care of property and the management of crowds in the buildings or grounds. The Business Manager determines if police protection is required.
25. In the case of a public calamity, District facilities shall be made available to responsible organizations, such as the Red Cross or Civil Defense groups, without charge. Arrangements must be made through the Business Manager or building principal. NOTE: Any food operation conducted on school premises requires a State Food Service License which must be obtained at the Butler County Health Department (513) 424-5351.

Payments

Payable to: Middletown City School District

Deliver Payments to: Office of Business Manager
Middletown City School District
1515 Girard Avenue
Middletown, OH 45044

Telephone: (513) 420-4659

Rental Fees

Rates are based on the use of facilities for two hours or less. Note the additional fee per hour for uses greater than two hours. All numbers are in dollars. Rental fees include the cost of custodial or kitchen staff. The higher rates for Saturday and Sunday use are a function of the overtime rates.

	<u>Monday-Friday</u>	<u>Saturday</u>	<u>Sunday</u>
All rates shown are for up to 2 hours. For each additional hour in each category add:			
	40	20	30
Classrooms:	40	60	80
Library/Media Centers:			
Middle and High Schools	60	90	120
Elementary Schools	40	60	80
Cafeterias (kitchen use not included)			
Middle and High Schools	120	140	160
Elementary Schools	100	120	140
Add for use of kitchen:			
Middle or Elementary School	15	270	310
High School	300	420	460
Auditoriums:			
Roosevelt	240	260	280
Vail Middle School or MHS	340	360	380
The additional cost for use of stage lights and audio-visual equipment should be negotiated on a case-by-case basis with the Business Manager's office.			
Gymnasiums:			
Elementary School	140	160	180
Verity, Vail or Tiger Ellison	190	210	230
Paul Walker	260	280	300
Wade E. Miller	440	460	480
Stadiums:			
Verity Football Field	190	210	230
MHS Soccer Field	340	360	380
Barnitz Stadium	1040	1060	1080

Cleanup charges will be added to the above fees and concession stands will be operated by the District (boosters, student councils, etc.)

[Adoption date: October 11, 2004]
[Revision date: September 13, 2005]

Middletown City School District, Middletown, Ohio

APPLICATION FOR BUILDING RENTAL
(For Internal Use Only)

Date: _____

School: _____ Facility: _____

Day/Dates: _____

Hours: _____

Purpose: _____

Organization: _____

Person Requesting: _____

Address: _____

Phone: Home _____ Work _____ Cell _____

Liability Insurance Provided By: _____
(\$1 million minimum. Copy must be attached to license form, except for MCSD booster groups or PTO's)

Rental Fee: _____ Custodial Fee: _____

Cafeteria Personal: _____

Additional Information/Request: _____

Building Principal Signature: _____

LICENSE FOR USE OF SCHOOL PROPERTY

This Agreement, entered into this _____ day of _____ by the Board of Education of the Middletown City School District, Butler County, Ohio, hereinafter designated as the Licensor
_____ hereinafter designated as the Licensee.

WITNESSETH

Whereas, the Licensee is desirous of using the property of the Licensor, hereinafter described, for the purpose of _____ and Whereas, it has been determined by the Licensor that the said use will not interfere with school purposes.

Now Therefore, in consideration of the promises and agreements of the Licensee hereinafter contained, the Licensor does hereby agree to and grant Licensee the right to use the following property of the Licensor: _____
_____ for the purpose above stated and for no other purpose, for the period _____
_____ license is sooner terminated by Licensor.

IT IS UNDERSTOOD AND AGREED BY THE LICENSEE

First: That the Licensee will pay to the Licensor the sum of _____ advance of each/all events this license is in effect. Time and one-half will be charged for the services of a custodian, if necessary.

Second: That the Licensee will use said property in a careful, safe and proper manner, and will not permit or suffer any nuisance thereon or thereabouts, and will comply with all laws of the state of Ohio and the Ordinances of the City of Middletown applicable to Licensee's use of such property.

Third: That the Licensee will not assign this License.

Fourth: That the Licensee will indemnify and save harmless the Licensor any and all claims, demands and liabilities for any loss, damage, injury or other casualty to property and/or persons in any way was injured by reason of Licensee's use of such property.

Fifth: That the Licensee will pay to Licensor, for any damage done to said property by reason of Licensee's use of such property.

Sixth: That Licensor may terminate this License at any time on giving of 10 days notice in writing to Licensee. In event of such termination, Licensee will vacate the said property and will leave it in the same condition as it was prior to Licensee occupancy. Contracts will not be valid on legal school holidays.

Seventh: That this License does not grant to Licensee the privilege to use the said property for its stated purpose exclusive of the uses of the Licensor.

1 of 2

Eight: That Concession Stands are to be operated by booster groups of the Middletown City Schools only.

Ninth: That there will be No Smoking. Schools are a no-smoking zone.

Tenth: Proof of liability insurance for a minimum of \$1 million must be provided by licensee.

Eleventh: That no alcoholic beverages are to be on school property.

In Witness Thereof, the parties have hereunto set their hands the day and year first above written.

The Board of Education Of The Middletown City School District

By: _____
Business Manager

By: _____
Licensee

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 is permitted to bring deadly weapons or dangerous ordnances into a school safety zone or to any school-sponsored event.

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

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

[Adoption date: October 11, 2004]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921
ORC 2903.13; 2903.22
2911.21
2917.11
2923.1212; 2923.122
3313.20

CROSS REFS.: GBCB, Staff Conduct
JFC, Student Conduct (Zero Tolerance)
KG, Community Use of School Facilities (Equal Access)
KGC, Tobacco Use on District Property
KK, Visitors to the Schools

TOBACCO USE 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 tobacco use poses health hazards not only for the user, but for the nonuser as well.

Recognizing these health issues, the Board prohibits tobacco use in all District-owned, leased or contracted buildings and vehicles where routine or regular kindergarten, elementary, secondary or library services are offered to children.

Tobacco use is prohibited on all field trips and at all adult school activities conducted on District property.

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

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

[Adoption date: October 11, 2004]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3313.20; 3313.751

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

PUBLIC GIFTS TO THE DISTRICT

The Board welcomes gifts to the District subject to a review process that determines that the gift is consistent with the goals and needs of the District and does not remove any portion of the control of the District from the Board.

Any person or organization desiring to make a gift to the District must contact the Superintendent/designee, who will determine if the gift meets requirements for acceptance.

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.

Whenever the District has an established project, contributions which reduce the cost or hasten the completion are welcome.

[Adoption date: October 11, 2004]

[Revision date: November 2, 2009]

LEGAL REFS.: ORC 9.20
3313.17; 3313.36

CROSS REFS.: BHD, Board Member Compensation and Expenses
FEE, Site Acquisition Procedures
FI, Public Dedication of New Facilities
FK, Facilities Renovations

PUBLIC GIFTS TO THE DISTRICT

Renovations, remodeling and enhancements must first be approved by the Superintendent/designee and meet minimum requirements.

Any gifts of money or equipment donated to the Middletown City Schools must first be accepted by the Board and meet the following requirements:

1. that equipment is compatible with existing equipment and the educational program;
2. that the District can provide proper maintenance on any equipment, building renovation or land change proposed;
3. that building and land changes meet all proper codes and regulations affecting school districts and
4. that use of gifts to an athletic program must comply with Title IX rules and regulations.

The District will assist school-affiliated organizations in obtaining the best price by comparing with District bid prices.

Before accepting any donation to an athletic program, the Superintendent/designee must inform the donor that, while the district will use its best efforts to use the donation in accordance with the donor's intent, the District reserves the discretion and control over the use of the donation.

The intent of the rules is to improve the use of available resources and to avoid any duplication of effort on the part of parent groups and the District.

(Approval date: October 11, 2004)

Middletown City School District, Middletown, Ohio

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. This policy does not prohibit any school fund-raising activity authorized by the Superintendent or other appropriate building administrator.

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

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

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 2921.43
3319.321

CROSS REFS.: GBI, Staff 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/designee. Appeal of the Superintendent's/designee's decision may be made to the Board.

The Board authorizes the Superintendent/designee to develop guidelines for sign design and display.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 3313.20; 3313.47

CROSS REFS.: EDE, Computer/On-Line Services (Acceptable Use and Internet Safety)
IGDB, Student Publications
IIBH, District Web Site Publishing (Also KBBB)

DISTRIBUTION OF MATERIALS IN THE SCHOOLS

The District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material. In order to protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the District, the following requirements apply to the distribution of nonschool-sponsored material on school property and at school activities.

Prior Approval Required

Individuals or groups not affiliated with the District, who desire to distribute materials to the members of the school community must first receive approval of such materials through the Superintendent/designee.

Students and staff members who desire to distribute materials to members of the school community must first receive approval from the building principal and when in doubt the Superintendent.

[Adoption date: February 25, 2008]

LEGAL REFS.: U.S. Const. Amend. I
ORC 3313.20; 3313.47; 3313.66; 3313.661

CROSS REFS.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGDB, Student Publications
IIBH, District Web Site Publishing
KJ, Advertising in the Schools

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 must first report to the school office to receive authorization to visit elsewhere in the building. (This policy does not apply when parents have been invited to a classroom or assembly program.)

Unauthorized persons 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 loitering on the grounds.

[Adoption date: October 11, 2004]

LEGAL REF.: ORC 3313.20

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

RECRUITERS IN THE SCHOOLS

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

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

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

Names and addresses of students in grades 10 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: October 11, 2004]

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

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

PUBLIC COMPLAINTS

Constructive criticism of the 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 employee, principal, the Superintendent and then the Board.

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

[Adoption date: October 11, 2004]

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/designee 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/designee 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: October 11, 2004]

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.

Restrict it to more mature students.

Send it back for re-evaluation.

Other _____

Signature of Complainant

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

Complaints about personnel are investigated fully and fairly. Anonymous complaints are discouraged but their merits are assessed on a case-by-case basis.

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: October 11, 2004]

LEGAL REFS.: ORC 121.22
149.43

CROSS REFS.: BDC, Executive Sessions
BDDH, Public Participation at Board Meetings (Also KD)
GBL, Personnel Records
KL, Public Complaints
KLB, Public Complaints About the Curriculum or Instructional Materials

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

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

The following procedures are to ensure that a citizen's complaint is given respectful and timely attention and that the integrity of the educational program is upheld. "Complaint" in this regulation is restricted in meaning to that criticism of a particular employee by a citizen of the District which includes or implies a demand for action by District authorities. Other comments and suggestions are referred informally to appropriate personnel.

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the building principal or other immediate supervisor to have his/her views considered.
2. If a complaint comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint.
3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized and to his/her immediate supervisor and immediately informs both.
4. If there is continued concern regarding the complaint, a written request for a conference must be made to the appropriate director or assistant superintendent.
5. When a written complaint is received by a director or assistant superintendent he/she should schedule a conference with the complainant. Additional conferences may be held with the person criticized and any other personnel who, in the opinion of either the director, assistant superintendent or the person criticized, could contribute to resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. If it appears necessary, the administration, the complainant or the employee 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.

(Approval date: October 11, 2004)

RELATIONS WITH STUDENT SUPPORT ORGANIZATIONS

The Board supports all student support organizations 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, student support organizations share responsibility with the Board for the welfare of participating students.

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

Proposed plans, projects or activities should be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of the District. Careful consideration should be given to the total value for all students, rather than to specific elements such as teams and band participants. Care should be taken to avoid compromising or diluting the responsibility and authority of the Board.

Organizations that wish to construct anything on or alter the appearance of school property must have the permission of the Superintendent/designee in advance of the project. This includes the painting of logos and school spirit related artwork on the interior or exterior of property owned by the District. The organization must provide the Superintendent/designee, in writing, proof of financial stability and that funds are available for the construction and for the ongoing maintenance of 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. In order to allow the District to accept and recognize the contributions of organizations, a listing of donations must be submitted to the Treasurer's Office on a quarterly basis.

Student support organizations must abide by all District policies and rules as well as the following list.

1. Organizations must be recognized by the Internal Revenue Service as tax

code

exempt under Internal Revenue Code Section 501 (c)(3) and have their own employee ID number. As such, each organization is responsible for following all applicable laws and Generally Accepted Accounting Principles (GAAP) in maintaining their own financial records.

2. Organizations should not accept checks made out to the school and vice versa.

1 of 2

File: KMA

3. Fund-raising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.
4. The use of the District name and emblems must be authorized.
5. Organizations must submit annually to the Superintendent: bylaws; federal tax determination letter; confirmation of active registration with the State of Ohio as a charitable organization; copy of form 990 (Annual Income Tax Return).

[Adoption date: October 11, 2004]

[Revision date: December 13, 2004]

[Revision date: May 14, 2007]

LEGAL REF.: ORC 3313.17; 3313.20; 3313.36: 3313.47

CROSS REFS.: AE, School District Goals and Objectives
IGDF, Student Fund-Raising Activities
IGDG, Student Activities Funds Management
IGDH, Contests for Students
KG, Community Use of School Facilities (Equal Access)
KGB, Public Conduct on District Property
KH, Public Gifts to the District
KI, Public Solicitations in the Schools
KJ, Advertising in the Schools
KK, Visitors to the Schools

