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

[Adoption date: August 14, 2000]

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

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

PUBLIC'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 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 central office during the hours when the administrative offices are open.

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

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is no mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

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

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

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

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that the records nor the information in them will not 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. As of 12/1/2008, the current fee charged for copies is five cents (\$0.05) per single sided copy.

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

[Adoption date: August 14, 2000]
(Revision date: July 18, 2003)
(Revision date: January 8, 2009)
(Revision date: May 14, 2009)

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

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
GBL, Personnel Records
GBS, Health Insurance Portability and Accountability Act (HIPAA)
IGBA, Programs for Disabled Students
JO, Student Records
KA, School-Community Relations Goals
KKA, Recruiters in the Schools

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: August 14, 2000]

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

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

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: August 14, 2000]

NEWS MEDIA SERVICES AT BOARD MEETINGS

The Board believes that one of the paramount responsibilities of a board of education is to keep the public informed of its problems, deliberations, policies and actions. Therefore, the Board encourages the attendance of press representatives at all meetings excepting executive sessions.

1. A copy of the agenda and agenda materials will be sent in advance to members of the working press who request it. Additionally, all reports approved by the Board are considered matters of official record and are also made available to the press. However, reports-in-progress on which the Board has taken no final action are released only upon the Board's authority as "tentative reports."
2. A press table, provided with extra working copies of the agenda and agenda materials are located near the Board's table to enable reporters to follow discussion without difficulty.
3. In order that the Board may transact its business with dispatch, questions from the press will not be entertained while meetings are in progress. However, a representative of the Board will be available after each meeting to answer reporters' questions and to clarify points of discussion and action.
4. No individual Board member represents himself/herself to the press as spokesperson for the Board unless the Board authorizes that representation.
5. In the event that representatives of the news media are unable to attend a meeting, they shall be provided upon request a summary of important Board actions.

[Adoption date: August 14, 2000]

BROADCASTING AND TAPING OF BOARD MEETINGS

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

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

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

[Adoption date: August 14, 2000]

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

SPEAKER SERVICES

The District is a public institution endeavoring to serve the educational needs of the community. It is important that speakers be made available to coordinate and disseminate important information concerning our schools.

1. The Superintendent will be the official spokesman of the Board in the absence of the Board's designating another spokesman on a particular issue. The Superintendent does not represent himself/herself as speaking for the Board on an issue unless he/she has first obtained direction from the Board as to its position on that issue.
2. Speaking services on topics of a Districtwide nature or pertaining to established District policy are the responsibility of the Superintendent. The Superintendent is available to speak to community groups upon request about the schools. The Superintendent seeks out the opportunity to speak to various community organizations from time to time.
3. Speaking on topics of concern to only one school or to an organization of one school, is the responsibility of the building principal.
4. This policy is not meant to interfere in any way with a Board member's speaking to community groups about his/her Board duties and responsibilities.
5. Every effort is made to communicate with the community in such a way as to promote a professional and responsible image for the District.

[Adoption date: August 14, 2000]

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: August 14, 2000]

(Revision date: July 9, 2015)

LEGAL REFS.: Ohio Const. Art XII, Sections 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 et seq.
OAC 5703-25-45 through 5703-25-49

CROSS REF.: 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 school board, all citizens may express ideas, concerns and judgments about the schools to the administration, to the staff, to any appointed advisory bodies and ultimately to the Board. Ideas should be addressed to the responsible individual in an appropriate fashion.

Residents may be invited by the Board to act as advisors, individually and in groups, 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: August 14, 2000]

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

CROSS REF.: BCF, Advisory Committees 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 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: August 14, 2000]

(Revision date: May 14, 2009)

LEGAL REFS.: ORC 121.22
3313.20

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

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

In that the District is in many ways a reflection of our Clear Fork Valley Community, staff members are encouraged to be positively involved in community activities that promote community service and improvement.

1. Staff members are encouraged to be a part of the community by living in it.
2. Staff members are encouraged to be active in community service and improvement organizations.

[Adoption date: August 14, 2000]

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 a community instructional resource program designed to involve the citizens, institutions and environment of our community in the education of its children.

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: August 14, 2000]

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

COMMUNITY USE OF SCHOOL FACILITIES

Although the basic purpose of public school facilities is to provide the youth of the community a sound education program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, when school facilities 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 facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

The district may rent or lease facilities to a public or non public university for use for evening and summer classes.

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

[Adoption date: August 14, 2000]
(Revision Date: December 5, 2012)

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 FACILITIES

Policy

The laws of the State of Ohio provide that Boards may authorize the use of the school property for any lawful or proper purpose and shall charge such fees as are deemed reasonable or necessary to cover expenses incurred by reason of such use.

When not in use for school purposes, school facilities may be used for adult education, discussion, religious, civic, social, recreational, entertainment or community activities sponsored by organizations or community members.

Procedures

1. The buildings, facilities and development and undeveloped athletic-recreational areas of the Clear Fork Valley Schools are the property of the Board and have been purchased primarily for the educational use of students in the school system.
2. Civic organizations, such as PTA, Mothers' Club, Band Boosters, Bellville-Butler Music Club, Lions Club, Athletic Boosters, Athletic Control Board, 4-H Clubs, Scouts and other cultural groups may be permitted to use the school buildings for regular meetings without charge providing all facilities used are left in exactly the same condition as that in which they were found and providing it is within the time a regular custodian is on duty. If the group is a for-profit, they will be charged according to this policy.
3. Permission to use school property, for any lawful purpose, is subject to the approval of the Superintendent.
4. Any organization, group or individual desiring the use of any school facilities shall make application (by completing a facilities use permit request) to the local Superintendent or Board through the building principal's office.

Applications for use of school facilities must include the following:

- A. School and facilities desired.
- B. Date to be used.
- C. Hours desired (approximate).
- D. Equipment needed (A.V., microphone or other).
- E. Purpose of meeting.
- F. Attendance expected (approximate).
- G. Name of organization sponsoring activity.
- H. Name of person making application.

- I. Name, address and telephone of person responsible for group supervision.
5. The school buildings may be used during the summer months providing such use does not interfere with the regular summer maintenance program. Approval for such use will be given by the Superintendent through established building permit procedures.
6. The playgrounds shall be open for use to all children in the community during the summer months. The Board will not be held liable for accidents incurred during this time.
7. The unauthorized use of wheeled vehicles on the school grounds' other than the parking lot, is prohibited.
8. Playground equipment may be made available by the Board when designated as practical by the Board.
9. Any school equipment that can be handled easily and without damage may be loaned to groups. The request must be made sufficiently in advance to the person in charge, so that school personnel can make arrangements accordingly. All groups requesting the use of equipment must have special permission from the school administration.
10. In case police protection is needed, it shall be the responsibility of the organization or group renting the building or part thereof, to arrange to have such service provided and to pay for it.
11. The Board does not assume any responsibility for any organization, group or individual renting a building or part thereof, that may be using copyrighted materials contrary to law.
12. The organization group or individual renting a building or part thereof shall be responsible for all local, state and federal taxes.
13. No foods shall be served without the permission of the school administrators. The District has a proprietary agreement with Coca Cola Bottling.
14. The Board prohibits animal shows in the buildings or on the school grounds owned or controlled by the Board, except as they may appear in zoological shows used for school assemblies or instructional purposes or where the Board specifically permits such activities.
15. The Board is not responsible for personnel injured nor does it or its employees have or assume any legal responsibilities for the same.
16. The Board is not responsible for the theft of or damage to personal property.

17. The sale of food items in competition with the school's non-profit food service shall be prohibited unless approved by the Board and/or Superintendent.
18. Possession and/or consumption of alcoholic beverages on school properties is a violation of Board rules on care and use of property. Violation of this rule shall be brought to the attention of the Board and may result in a Board's decision to deny further use of school facilities to the person(s) or group in violation. Law enforcement officials may be contacted to assist in enforcement of this guideline.
19. Fire and emergency vehicle lanes shall be kept open at all times.
20. No person shall be permitted to use school buildings and/or grounds if they will be engaged in any activity which is deemed dangerous or injurious to themselves or anyone else.
21. The responsibility for approval, scheduling and supervision of all Board-owned buildings, facilities and properties shall be delegated to the school administrators.
22. The Superintendent or his/her designee may assign at least one custodian to be present at such occasions to open and close the buildings and to protect school property against misuse.
23. School personnel assigned to such duty may be reimbursed by the Treasurer using proper Clear Fork School activity funds, Board monies or funds of the sponsoring group in accordance with the negotiated agreement if such services are performed other than during working hours.
24. Rental Rates:

These rates apply to usage for up to four hours. Fees for usage beyond four hours shall be increased by twenty-five percent (25%) for each hour or any part of each hour.

Bellville and Butler Areas

Gym (includes use of dressing rooms)	\$30.00
Cafeteria only (includes stage and restroom area)	\$30 00
Cafeteria and Kitchen (includes stage and restroom area)	\$50.00
Each Classroom (no equipment, includes area restrooms)	\$30.00

Tennis Courts	No Charge
Building Restrooms, Dressing-locker room only restroom Only	Custodial Pay for each
Athletic Field Facility (no building facilities included)	\$20.00
Baseball Areas (no building facilities included) permit.	No charge must be scheduled by building
Clear Fork Valley High School Area	
Gym - (includes use of dressing rooms)	\$100.00
Cafeteria-Kitchen (includes stage and restrooms)	\$100.00
Each Classroom (includes area restroom, no equipment)	\$30.00
Football Fenced-in Facility	\$300.00 (without lights) \$450.00 (with lights)
Auditorium (without Lights/Sound)	\$200.00
Auditorium (with Lights/Sound)	\$300.00
Approved District Lighting/Sound Personnel at the Custodian Base Rate.	
Hard Baseball Fenced-in Facility (available only outside High School)	Custodial rate pay negotiated agreement
Grounds other than black-top fenced-in areas	No charge unless custodian is necessary, but must be scheduled by building permit

25. Special Requirements and Specifications with Respect to Selected Areas

A. Bellville Tennis Courts

School teams and classes shall have first preference for the use of this area since the school use of this facility must be scheduled in advance.

Community individuals using this facility may use it on a non-scheduled (no building permit necessary) first-come/first-served basis.

B. Clear Fork High School Football-Track Stadium

This area is to be locked when not in scheduled use. Use of this facility without a building permit is a violation of Board rules on care and use of property.

C. Clear Fork High School Baseball Diamond

The hard-ball facility and soft-ball facility may be used by either group so long as there are no alterations to the facility.

Use of this area either by individuals or by groups must be through the proper administrative channels (approved building permits).

This area is to be locked when not in scheduled use. Use of this facility without a building permit is a violation of Board and Education rules on care and use of property.

D. Clear Fork High School Gym

The Board requires the gymnasium floor to be covered for its protection when it is used during a lawn fete or similar activity. The cover is to be a tarpaulin or equal for the protection of the floor.

E. Auditorium only approved district personnel can be used to operate light and sound systems.

26. No school facilities shall be available for use or rented on Sunday except by special permission and arrangement by the Superintendent and charges shall apply.
27. Charges for the use of school facilities will be payable to the Treasurer of the Board and will be required in advance of its scheduled use.
28. The rental fee shall be required for each day of use by one person(s) or organization. Subsequent uses by a different person(s) or organization the same day represents a separate use and respective fees shall be charged.
29. All damages should be reported to the school administrators within 24 hours of use. The renter or group using the school facilities must agree to restore to original condition any school property which is damaged. In all cases of this type, the Superintendent shall determine the extent of damages.

30. Facility rental may be cancelled if, in the opinion of the Superintendent or Board, the use or rental would be inadvisable.
31. The Board reserves the right to curtail or temporarily discontinue the use of school buildings and grounds in situations of emergency or unusual circumstances.

[Approval date: August 14, 2000]

(Revision date: July 9, 2013)

(Revision date: June 30, 2015)

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 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 ordinances 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, 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 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 view.

[Adoption date: August 14, 2000]

(Revision date: May 14, 2009)

(Revision date: June 29, 2010)

(Revision date: April 20, 2017)

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 REF.: GBCB, Staff Conduct
IGD, Cocurricular and Extracurricular Activities
JFC, Student Conduct (Zero Tolerance)
KG, Community Use of School Facilities
KGC, Smoking on District Property
KK, Visitors to the School

PUBLIC CONDUCT ON DISTRICT PROPERTY

No person trespasses or loiters in any school building of this District or on the grounds thereof.

1. All persons (excluding regular Clear Fork students and other school personnel) entering any school building must immediately report to the main administrative office for the purpose of reporting their business in the school. Visitors are given a pass which is dated and signed by the building principal.
2. This provision is not applicable to students for the school in which they are enrolled, students entering a particular building for the purpose of enrollment therein, members of the faculty and staff and employees of the Clear Fork Valley Local Schools for the school(s) to which they are assigned, persons who have been authorized by school authorities to enter any such building for professional or business purposes and persons attending events sponsored by or authorized by school authorities and who remain in the area of the school buildings or grounds thereof assigned for such event. However, any person referred to in this section, whose authorization to be in any such school building or on the ground thereof has terminated, immediately leaves the premises of such school.
3. No person, including those identified in 1 and 2 above remains in any such school building or on the ground thereof, after being requested to leave the school premises by a principal or a member of the administrative staff of the Clear Fork Valley Local Schools.
4. These provisions do not apply only on days and during the hours that school is in session but also during the hours and on days when school is not in session. However, when school is not in session, the playground only may be used by children and/or adults providing they stay away from all buildings, do not drive automobiles, snowmobiles or other motor vehicles on the school grounds, leave the grounds in the same condition in which they find them and assume full responsibility for any loss or destruction of school property.
5. Any person who fails to comply with provisions of any of the preceding sections is in violation of the rules and regulations of the Board.
6. A copy of these rules and regulations is posted conspicuously by the principal of each school at or near the entrance of the grounds or premises if there are no formal entrances and at the maintenance to each school building.

7. No individual has the right to indiscriminately enter a school building and remain in same building without securing the official written permission of the appointed administrative officer in charge of that building. The principal has the right to deny visitor privileges to any individual when it is his/her judgment that the granting of visitor privileges might in any way jeopardize the normal operation of the school or any ongoing educational processes.
8. Visitors - School Grounds - It is within the authority of a building principal to request that visitors leave school grounds if, in his/her opinion, the presence of the visitors is interfering with normal school operations or potentially presents a situation which could result in an interruption in normal school operations. Visitors can also be asked to leave school property at any time if it appears that their continued presence might constitute a threat to the well being of students or if destruction of property is considered to be a possibility because of their presence.
9. Distribution of Written Materials - No literature will be distributed, deposited or brought into any school building or distributed, deposited or brought onto any school grounds without the written consent of the building principal or the Superintendent.

[Approval date: August 14, 2000]

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, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board prohibits the use of electronic cigarettes in all District-owned, leased or contracted buildings and vehicles. These devices may be used in any Board – designated legally compliant outdoor smoking areas.

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: August 14, 2000]
(Revision date: September 23, 2002)
(Revision date: May 14, 2009)
(Revision date: August 18, 2011)
(Revision date: July 10, 2014)

LEGAL REFS.: The Elementary and Secondary Education Act: 20 USC 1221 et seq.
ORC 3313.20; 3313-751
3794.01; 3794.02; 3794.04; 3794.06

CROSS REFS.: GBK, 100% Tobacco Free Staff District Policy
JFCG, Tobacco Use by Students
KGB, Public Conduct on District Property

PUBLIC GIFTS TO THE DISTRICT

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

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

Proposals for giving funds, equipment or materials to the District with a “matching” agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with or experience related to, the Board’s policy of standardizing materials and equipment.

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

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 9.20
3313.36

ADVERTISING IN THE SCHOOLS

School-business relationships, based on sound principles and community input, contribute to a high quality education. Positive school-business relationships should be structured in accordance with the following principles:

1. Corporate involvement must support the goals and objectives of the District.
2. Programs of corporate involvement must be structured to meet identified educational needs, and must be evaluated for educational effectiveness by the District on an ongoing basis.
3. Sponsored and donated materials are held to the same standards used for the selection and purchase of curriculum materials.
4. Public-private partnerships must be consistent with all labor contracts, competitive bid requirements and all applicable Federal, State and local laws, rules and regulations.
5. Public-private partnerships may not provide direct financial benefit to District employees, students, parents or Board members.

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. All notices, including those by personnel, shall be approved by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Board.

[Adoption date: August 14, 2000]

(Revision date: April 20, 2017)

LEGAL REFS.: ORC 3313.20; 3313.47
7 CFR, Subtitle B, Chapter 11, Part 210

CROSS REFS.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)
EFG, Student Wellness Program
IGBD, Student Publications
IIBH, District Websites

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 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 five (5) 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 Beverage must comply with the provisions of the District's student wellness policy, which allows 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: Statements 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 view 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 read commercial advertising in the classroom.
2. The District will not enter into any contract to 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.

(Approval date: April 20, 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 to schools must report to main office to receive authorization before visiting elsewhere in the building.

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, and loitering on grounds and/or creating disturbances anywhere on District property.

[Adoption date: August 14, 2000]

(Revision date: June 29, 2010)

(Revision date: February 9, 2012)

LEGAL REF.: ORC 2903.13; 2903.22
2911.21
2917.11
2923.1212; 2923.122
3313.20(A)

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 appropriated 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.

[Adoption date: February 24, 2003]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g
 ORC 149.41; 149.43
 1347.01 et. Seq.
 3317.031
 3319.32; 3319.321; 3319.33
 3321.12; 3321.13
 3331.13
 OAC 3301-35-02(B)(4)(b); 3301-03(E)

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 as follows.

1. employee
2. principal
3. Superintendent
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 14, 2000]

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 14, 2000]
(Revision date: April 21, 2011)

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

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes that occasional objections to instructional and library materials may be made by the public despite the care taken to select valuable materials for students and teacher use. In dealing with any such objections, the principles of freedom to read and communicate diverse ideas and of the professional responsibility of the staff to select reading and instructional materials will be defended.

The following procedures will be used to deal with such a complaint.

1. The staff member initially receiving the complaint is courteous, makes no commitments and refers the complainant to the building principal.
2. The building principal shall contact the complainant and attempt to resolve the issue. If the matter cannot be resolved, the principal shall notify the Superintendent and ask the complainant to fill out a Request for Reconsideration form to be returned to the principal. The filing of this form will be considered a formal complaint. The building principal also explains the details of this policy, including the appeal time, to the complainant.
3. The building principal informs the Superintendent and department chairman of the challenge.
4. After the formal complaint has been filed, the Superintendent appoints a media review committee consisting of the following individuals.
 - A. two subject area specialists,
 - B. library media specialist;
 - C. one Board member;
 - D. one resident of the Clear Fork School District and
 - E. one administrator other than the Superintendent.
5. The media review committee will:
 - A. read or view the questioned title
 - B. within two weeks after appointment of the committee, its members meet to discuss whether to keep or remove the challenged title. The committee invites the complainant to meet with the committee to discuss his/her concerns about the challenged title. The committee should consider local community standards and may consider reviews of the title by others. The challenged title is evaluated as a whole and not on passages taken out of context.

- C. No material is censored and removed unless the committee decides that the defects in the title clearly and convincingly outweigh its merits after appropriate deference is given to the principles of the freedom to read and communicate diverse ideas and of the professional responsibility of the staff to select reading and instructional materials.
 - D. The committee reaches a decision within one month after its appointment. After the decision is reached, written copies of the decision are given promptly to the complainant and the Superintendent and reported to the Board.
6. The complainant may appeal the committee's decision within two weeks after it is made to the Superintendent. The Superintendent renders his/her decision on the appeal within one month, files the decision with the Board and gives a copy promptly to the complainant.
 7. No instructional or library materials are removed from the library or instructional program pursuant to those procedures by decision of the media review committee or the Superintendent unless the Board concurs in that decision.
 8. The complainant may appeal the Superintendent's decision within two weeks after it is made to the Board. The Board's decision is final. If a decision is made at any level prior to the Board to keep the materials and the decision is not appealed within the specified time period, then that decision is final.
 9. If the final decision is to keep the challenged materials, no challenge to those materials will be considered for one year from the date of that final decision.

[Approval date: August 14, 2000]

CITIZEN'S REQUEST FOR RECONSIDERATION OF
LIBRARY/CURRICULUM MATERIALS

Author _____ Format _____
(book, CD, video, etc.)

Title

Publisher/Producer

Request initiated by

Address

Telephone

Complainant represents: Self

Organization

School and grade level where title was used

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 title?

3. For what age group do you recommend this title?

4. Is there anything good about this title?

5. Did you read or see the entire title?

What parts?

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

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

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

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.

Date _____

Signature of Complainant

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

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

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

If it appears necessary, the administration, the person who made the complaint or the employee involved may request an executive session of the Board for a formal hearing. Statutory restrictions on executive sessions are observed. Any Board action on the matter is taken in public session.

[Adoption date: August 14, 2000]
(Revision date: March 28, 2005)

LEGAL REF.: ORC 121.22
149.43

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

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

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

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

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member immediately informs his/her supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint.
If the complainant has already met with the employee criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing.
3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized or to his/her immediate supervisor and immediately informs both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint is received, the principal or other supervisor schedules a conference with the complainant, the person criticized and if advisable, the department chairman or other personnel who, in the opinion of either the supervisor or the person criticized, could contribute to resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. Should dissatisfaction remain after the above steps have been taken, the matter may be placed on the agenda for the next regularly scheduled Board meeting. The decision of the Board is communicated in writing to all interested persons.

[Approval date: August 14, 2000]

MCKINNEY-VENTO HOMLESS ASSISTANCE ACT
LEA ENROLLMENT RESPONSIBILITIES
AND
ENROLLMENT DISPUTE RESOLUTION

The Ohio Department of Education is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.

A. Enrollment

The McKinney-Vento Homeless Assistance Act includes definitive language concerning the enrollment of homeless children and youth including:

1. The local educational agency shall according to the youth's best interest:
Continue the child's education in the school of origin for the duration of homelessness-
 - a. In any case in which family becomes homeless between academic years or during an academic year or
 - b. For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year or

Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

2. In determining the best interest of the child or youth, the local educational agency (LEA) shall:
 - a. To the extent feasible, keep the homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
 - b. Provide a written explanation to the parent or guardian, including a statement regarding the right to appeal if the local educational agency sends the child or youth to a school other than the school of origin or a school requested by the parent or guardian.

- c. Refer unaccompanied youth to the homeless liaison designated by the LEA to provide assistance in placement and/or enrollment decisions. The views of the unaccompanied youth will be considered and the youth will be notified of the right to appeal.

ENROLLMENT DISPUTE RESOLUTION

1. General Guidelines

- a. Disputes should be resolved at the district level rather than the school level.
- b. The dispute resolution process should be as informal and accessible as possible allowing for impartial and complete review.
- c. Parents, guardians and unaccompanied youth should be able to initiate the resolution process directly at the school they choose, as well as at the district LEA homeless liaison's office.
- d. Parents, guardians, and unaccompanied youth should be informed that they can provide written or oral documentation to support their views.
- e. Students are to be provided with all services for which they are eligible while the disputes are being resolved.
- f. Written documentation should be complete, as brief as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth can understand.

2. Resolution Process

Should a dispute arise over school selection or enrollment in a school the following procedure is to be followed:

- a. The LEA shall provide the parent or guardian with a written explanation of the school's decision regarding school selection or enrollment.
- b. The LEA shall inform the parent or guardian in writing of their right to appeal the decision.

- c. Should the dispute continue the LEA shall refer the parent or guardian to the local LEA liaison who shall review the complaint and issue an opinion in writing to the parent or guardian.
- d. Should the dispute continue the LEA liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education homeless education coordinator.
- e. The state homeless education coordinator shall recommend a decision for distribution to the parent, local superintendent and local educational agency liaison.
- f. Should the dispute continue the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

[Adoption date: June 28, 2007]

LEGAL REFS.: McKinney-Vento Homeless Assistance Act,
42U.S.C.S. 11432(g)(3)(E)

U.S. Department of Education McKinney-Vento Homeless
Assistance Act Non-regulatory Guidance
(July 2004)(Pages 17-18)

RELATIONS WITH COMMUNITY ORGANIZATIONS

There are a number of organizations within our District that work toward servicing and improving our community. The Board seeks to cooperate appropriately with these organizations in the best interest of the residents of the District.

1. The Board and administration staff plans and works cooperatively with the officials of such organizations.
2. The schools welcome all who seek to serve the residents of the District to participate with them in the planning and execution of appropriate projects beneficial to the residents.

[Adoption date: August 14, 2000]

RELATIONS WITH PARENT AND BOOSTER ORGANIZATIONS

Parent and booster organizations exist for the sole and overall purpose of making possible curricular activities, extracurricular activities and educational opportunities that would otherwise be unavailable for our students. The Board welcomes the opportunity to work with these organizations in pursuit of this purpose.

1. Principals and all staff members work closely with the officers and directors of all parent organizations toward providing a sustained system of activities which will increase and enhance the educational opportunities of our children.,
2. Such activities are integrated and balanced in accordance with the total District educational program for students.
3. Parents or booster organizations who 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.
4. The Board encourages wide participation of parents in a variety of support organizations. However, for purposes of organization and communication, the Board will recognize the following organizations for purposes of public solicitations for school projects on behalf of the curricular and extracurricular activities. Any other organization wishing to raise funds on behalf of the Clear Fork Schools will need to obtain the sponsorship of the organizations listed below.
 - A. academic boosters
 - B. athletic boosters
 - C. music boosters
 - D. Bellville parents club
 - E. Butler PTA

[Adoption date: August 14, 2000]

RELATIONS WITH GOVERNMENTAL AUTHORITIES

The Clear Fork Valley Schools serve the children, the parents and the residents of the District. It is to their interest to relate the functions of the Board to other agencies concerned with the security, safety, health and well-being of the residents of the District.

1. The administrative staff plans and works cooperatively with elected and appointed officials in the best interests of all District residents.
2. If it becomes necessary that law enforcement officers need to talk with or question students while under school supervision, relative to an impending investigation, the student's parents will first be contacted and will have the opportunity to attend the meeting between the officer and student.
3. The schools welcome all who seek to serve the residents of the District to participate with them in the planning and execution of appropriate projects beneficial to the residents.

[Adoption date: August 14, 2000]