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ESC-COMMUNITY RELATIONS GOALS

The purpose of the ESC-community relations program is to establish and maintain in the public mind respect for the public school system and confidence that it is providing the best possible education for the children of the county in terms of intellectual, emotional, moral, social and physical development.

Toward this end, the Board shall provide parents or guardians and other resident opportunities for orientation and information regarding State regulations and procedures and will utilize, insofar as practical, all appropriate means and media to achieve the following goals:

1. to explain the programs, achievements and needs of the ESC to all their many constituents;
2. to determine what residents expect from their schools and what they think about the accomplishments of their schools;
3. to make efforts to foresee and avoid problems caused by misunderstanding or lack of information;
4. to provide optimum staff performance by keeping all staff members fully informed of policies and procedures, as well as reasons for them when that is relevant, system wide activities, their own responsibilities, and their rights within ESC policy and under school law;
5. to operate, in accordance with law, in public session as speedily and efficiently as circumstances permit and with public participation; and
6. to inform teaching staff personnel that community opinion depends upon the daily life of the school and they should seek the following objectives, as opportunity permits, in their respective fields of service:
 - A. acquaint citizens with the work of the ESC;
 - B. give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints;
 - C. cooperate with parent-teacher groups and with other organizations of citizens seeking information or offering assistance to the schools; and
 - D. observe interstaff relations conducive to high morale and meriting the respect of students and citizens.

[Adoption date: December 7, 1996]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]

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

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

PUBLIC INFORMATION PROGRAM

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding ESC policies, finances, programs, personnel and operations.

The Board will determine which of its official actions have sufficient impact and interest to warrant special release; it alone will release to the media those matters of importance.

All other publications, releases, photographs and the like depicting the accomplishments of the students and staff of the ESC may be approved at the discretion of the Superintendent.

The Superintendent shall direct an information program designed to acquaint the citizens of the county and the public generally with the achievements and the needs of the schools, which shall include, as a minimum, publications such as the Superintendent's annual report, curriculum bulletins and educational reports; news releases and photographs of ESC activities for publications and radio and television programs of ESC information.

The Superintendent will develop guidelines to be observed in matters of taste, relevance and the observation of individual privacy in the writing and photographing for these publications.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

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

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 ESC-wide interest is coordinated by the Superintendent.

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

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

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

The ESC may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The ESC first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The ESC also informs the requester that providing such information in writing enhances the ESC's ability to identify, locate or deliver the records sought. The ESC 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 ESC 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 for profit-making purposes or 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 ESC 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 ESC provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the ESC provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

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

The Board's public records policy is posted in a conspicuous location in the central office and in all other ESC buildings and employee handbooks provided by the ESC. 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: December 7, 1996]
[Re-adoption date: December 4, 1999]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]
[Re-adoption date: December 13, 2013]
[Adoption date: November 14, 2016]

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

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

BROADCASTING AND TAPING OF BOARD MEETINGS

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

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

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

[Adoption date: February 22, 1999]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: June 25, 2018]

LEGAL REFS.: U.S. Const. Amend. I

ORC 121.22

2911.21

2917.12

2921.31

3313.20(A)

CROSS REFS.: BD, School Board Meetings

BDDH, Public Participation at Board Meetings (Also KD)

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. 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: September 26, 2011]

LEGAL REFS.: ORC 121.22
OAC 3301-35-04

CROSS REFS.: AD, Development of Mission Statement
AFA, Evaluation of Board Operational Procedures (Also BK)
BCE, Board Committees
BCFA, Business Advisory Committee to the Board
IF, Courses of Study Development

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

Agendas will be made available to all those who attend Board meetings. Noted on each agenda will be a short paragraph outlining the Board's policy on public participation at Board meetings.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually. The presiding officer may interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant; request any individual to leave the meeting when that person does not observe reasonable decorum; request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting; and call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

[Adoption date: December 7, 1996]

[Re-adoption date: April 24, 2000]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 121.22(C)
3313.20(A)

CROSS REFS.: BCE, Board Committees
BD, Board Meetings
BDDB, Agenda Format
BDDC, Agenda Preparation and Dissemination
BG, Board-Staff Communications (Also GBD)

COMMUNITY USE OF ESC FACILITIES
(Equal Access)

The Board may rent such facilities as may be necessary for the conduct of ESC programs. In all such cases, the rental agreement, if at all possible, shall be with one of the Medina County districts in order to minimize such costs to this ESC.

The Superintendent is authorized to review sites for rental purposes. Any such site shall be required to meet state codes.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

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 ESC Property
KI, Public Solicitations in the ESC

PUBLIC CONDUCT ON ESC PROPERTY

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

No person on ESC property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other ESC employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the ESC and all visiting teams.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

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

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

Good Conduct and Sportsmanship

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

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

[Adoption date: June 28, 2004]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]
[Re-adoption date: April 24, 2017]
[Re-adoption date: September 19, 2022]

LEGAL REFS: Gun-Free Schools Act; 20 USC 7151
Gun-Free School Zones Act; 18 USC 922
ORC 2903.13; ORC 2903.22

ORC 2911.21
ORC 2917.11
ORC 2923.111
ORC 2923.1212; ORC 2923.122
ORC 3313.20(A)

CROSS REFS: GBCB, Staff Conduct
 IGD, Cocurricular and Extracurricular Activities
 JFC, Student Conduct (Zero Tolerance)
 KG, Community Use of School Premises (Equal Access)
 KGC, No Tobacco Use on District Property
 KK, Visitors to the Schools

SMOKING ON EDUCATIONAL SERVICE CENTER 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 Educational Service Center-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board also prohibits the use of electronic smoking devices and vaping in all Educational Service Center-owned, leased or contracted buildings and vehicles. These devices may only 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: April 24, 2000]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]
[Re-adoption date: June 25, 2018]
[Re-adoption date: November 18, 2019]

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, Tobacco Use on District Property by Staff Members
JFCG, Tobacco Use by Students
KGB, Public Conduct on District Property

PUBLIC GIFTS TO THE ESC

The Board accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective program. It recognizes, however, that from time to time individuals or organizations in the county may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may, by resolution duly passed at a public meeting, accept any gift, grant or bequest of land, with or without improvement and of money or other personal property and acknowledge the purpose, if any, for which the gift was made.

The Board reserves the right to refuse to accept any gift when the conditions and stipulations connected with it deprive the Board of control or achievement of the goals of this ESC.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and is subject to the same controls and regulations as is other property of the Board. The Board shall be responsible for the maintenance of any gift it accepts subject to any conditions or stipulations connected with the gift.

The Board will make efforts to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the ESC. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall counsel potential donors on the appropriateness of gifts and encourage such donors to consult with the Superintendent before appropriating funds to that end, shall report to the Board all gifts which he/she has accepted on behalf of the Board, shall acknowledge the receipt and value of any gift accepted by the ESC, shall prepare fitting means for recognizing or memorializing gifts to the ESC as appropriate, and shall establish rules and regulations implementing the conditions and limitations upon any gift or donation which has been accepted by the Board.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: May 20, 2019]

LEGAL REFS.: ORC 9.20
3313.17; 3313.36

CROSS REF.: BHD, Board Member Compensation and Expenses
FEE, Site Acquisition Procedure
GBIA, Online Fundraising Campaigns/Crowdfunding (Also IGDFFA)
Educational Service Center of Medina County, Medina, Ohio

PUBLIC SOLICITATIONS IN THE EDUCATIONAL SERVICE CENTER

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

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the 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 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: May 20, 2019]

LEGAL REFS.: ORC 2921.43
3319.321

CROSS REFS.: GBI, Staff Gifts and Solicitations
GBIA, Online Fundraising Campaigns/Crowdfunding (Also IG DFA)
KG, Community Use of ESC 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. 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: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: April 24, 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
IGDB, Student Publications
IIBH, District Websites

PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the ESC shall have the right to present a request, suggestion, complaint or grievance concerning ESC personnel, the program or the operations of the ESC. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the ESC by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed.

Any requests, suggestions, complaints or grievances reaching the Board, Board members and the administration shall be referred to the Superintendent for consideration according to ESC procedure.

1. Matters Regarding a Certified Staff Member

First Level. If it is a matter specifically directed toward a certified staff member, the matter must be addressed, initially, to the concerned staff member, who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and rules and regulations. As appropriate, the staff member shall report the matter, and whatever action may have been taken, to the building supervisor. This level does not apply if the matter involves suspected child abuse, substance abuse or any other serious allegation which may require investigation or inquiry by officials prior to approaching the certified staff member.

Second Level. If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the staff member's supervisor.

Third Level. If a satisfactory solution is not achieved by discussion with the supervisor or department director, a written request for a conference shall be submitted to the Superintendent. This request shall include the specific nature of the complaint and a brief statement of the facts giving rise to it. Should the matter be solved in conference with the Superintendent, the Board shall be advised of the resolution.

Fourth Level. Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board. The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision or grant a hearing before the Board. The complainant shall be advised, in writing, of the Board's decision, no more than 10 days following the hearing.

2. Matters Regarding an Administrative Staff Member

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part 1 shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and, if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels terminating with the Board.

3. Matters Regarding a Classified Staff Member

In the case of a complaint directed toward a noninstructional staff member, the same procedure is to be followed as in Part 1. The complaint is to be directed, initially, to the person's supervisor and the matter then brought, as required, to higher levels in the manner prescribed in Part 1.

4. Matters Regarding ESC Services and Operations

If the request, suggestion, complaint or grievance relates to a matter of ESC or school policy, procedure, program or operation, it should be addressed, initially, to the appropriate administrator who is most directly concerned, and then brought, in turn, to higher levels of authority in the manner prescribed in Part 1.

5. Matters Regarding Educational Programs

If the request, suggestion, complaint or grievance relates to instructional materials such as textbooks, library books, reference works and other instructional aids used in the district, the complainant shall be referred to the appropriate ESC administrator.

[Adoption date: December 7, 1996]
[Re-adoption date: October 28, 2002]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 121.22
149.43

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

It is the policy of the Board that this Board, officials and county officials maintain a close and harmonious association within their respective areas of authority. Such liaison is requisite for dealing with ESC/community matters and problems in the most satisfactory manner and assuring the most prudent expenditure of tax dollars.

The Board recognizes that other agencies of government have an interest in the welfare of children and; therefore, their functions and authority should be understood by administrators of this ESC.

In order to maintain cooperation with county offices that have an interest in students, the Superintendent or designee shall meet periodically with youth and family-oriented agencies to explore mutual problems and concerns and to formulate programs for children. Any such program, however, shall be approved by this Board prior to its implementation.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]