

**Policy**  
**GOVERNING BOARD**

**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

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**PUBLIC INFORMATION PROGRAM**

The Governing Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding LCESC policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Superintendent shall encourage administrative staff to use multimedia efforts to provide information designed to acquaint the citizens of the community and general public with the achievements and the needs of the LCESC schools.

Toward this end, the LCESC shall provide opportunities for parent and student orientations, for new board member orientations, and new staff orientations intended to share where county offices have changed from mainly regulatory agency format to that of a service agency focus.

Efforts shall be taken to keep up to date information as current as possible about the LCESC services and programs on its website [www.lcesc.org](http://www.lcesc.org) .

Ref: R.C. 3301.0714, 3301.078, 3302.01-08, 3313.94

Adopted: September 8, 1998

Revised: September 9, 2014

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**PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this Governing Board shall have the right to present a request, suggestion, or complaint concerning Educational Service Center (ESC) personnel, the program, or the operations of the ESC. At the same time, the Governing 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 in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Governing Board to rectify any misunderstandings between the public and the LCESC 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 be employed.

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

**Matters Regarding a Professional Staff Member**

A. First Level

If it is a matter specifically directed toward a professional 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 reasoned explanation or take appropriate action within his/her authority and ESC administrative guidelines.

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 school officials prior to approaching the professional staff member.

The staff member shall report the matter and whatever action may have been taken to his/her supervisor.

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B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, the complainant shall discuss it with the staff member's supervisor and in compliance with provisions of Board Policy.

C. Third Level

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

D. 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 Governing Board.

The Board, after reviewing all material relating to the case, shall grant a hearing before the Governing Board or before a committee of the Board.

The complainant shall be advised, in writing, of the Governing Board's decision, no more than ten (10) business days following the hearing.

**Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

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**Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the same procedure is to be followed as for "Matters Regarding a Professional Staff Member".

**Matters Regarding ESC Services or Operations**

If the request, suggestion, or complaint relates to a matter of ESC procedure or operation, it should be addressed, initially, to the person in charge and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

**Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a District program, it should be addressed, initially, to the Supervisor/Director and then brought, in turn, to higher levels of authority in the local school district in the manner prescribed in "Matters Regarding a Professional Staff Member".

**Matters Regarding Instructional Materials**

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the ESC or District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director/Supervisor, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.
  
- B. Upon receipt of the information, the director/supervisor may, after advising the Superintendent of the complaint, appoint a review committee consisting of, but not limited to: him/herself, the head of the department (where such is in operation) in which the material is being used; a Board member; and a lay person knowledgeable in the area.

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- C. The Superintendent shall be an ex officio member of the committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Governing Board of the action taken or recommended. If the matter is an alleged unlawful discrimination or retaliation incident, then the form should be reported to one of the Compliance Officer (CO).
- G. The complainant may appeal this decision, within thirty (30) business days, to the Governing Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Governing Board shall review the case in committee session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Governing Board for ESC served classes, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Governing Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Related Policies: 1422, 3122, 4122, 5122 Nondiscrimination and Equal Opportunity

Adopted: December 14, 1999

Revised: July 17, 2014

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**GOVERNING BOARD OF EDUCATION  
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**Formal Complaint Form**

\_\_\_\_\_ Level of Complaint

\_\_\_\_\_  
**Name of Citizen/Staff Filing Complaint**

\_\_\_\_\_  
**Date submitted**

\_\_\_\_\_  
**School Facility**

**Nature of Complaint:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If additional space is needed, use other side)*

**What relief is sought to correct the situation?.....**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Citizen/Staff signature**

\_\_\_\_\_  
**Received by (CO/Director/Supervisor/Supt))**

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**BUSINESS COMMUNITY ADVISORY COUNCIL**

The LCESC through its Superintendent shall share and provide leadership for a Business Community Advisory Council (BCAC) to promote educational partnerships between businesses and schools in Licking County. The Council shall approve all appointments of citizens to the BCAC. Every effort shall be made to ensure that the makeup of a BCAC is as truly representative of the community as possible. A representative superintendent shall be selected annually to attend all meetings in behalf of the participating districts. All superintendents are welcomed to attend any of the meetings and are scheduled to attend at least one of the meetings per year themselves.

This advisory committee shall be encouraged to draw upon a wide variety of resources both inside and outside the county. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the council the official appointment of any such additional member(s) according to the council's Bylaws.

Expenditures of BCAC funds shall be made following procedures consistent with requisitions and purchasing in the LCESC, acting as fiscal agent for such council. Member districts shall include: C-Tec, Granville Exempted Village, Heath City, Johnstown-Monroe, Lakewood, LCESC, Licking Heights, Licking Valley, Newark City, North Fork, Northridge and Southwest Licking.

The Superintendent shall transmit the contents of any communication from the BCAC to share with the Governing Board and participating district superintendents. Each superintendent is then to share such information with his/her board and staff. Guidelines for the BCAC consist of a Mission Statement, Vision Statement, Bylaws and Goals set by the council as needed to meet the requirements of O.R.C. 3313.174 of Amended Senate Bill 140, that each school shall appoint a business advisory council.

R.C. 3313.174

Adopted: October 13, 1998  
Revised: October 11, 2016

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**SCHOOL VISITORS**

The Governing Board welcomes and encourages visits to its school program by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the classrooms and facilities where the programs of the LCESC are conducted, it is necessary to invoke visitor controls.

The Superintendent or building administrator has the authority to prohibit the entry of any person to a school of the Educational Service Center (ESC) facilities or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school/program. If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the ESC from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

If a person with a disability should visit a school and request accommodation and s/he has not submitted a Request for Accommodation in writing, in advance, the Director/Supervisor should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable.

Any person who does not have permission to visit a school facility or a legitimate reason for being on school property will be considered to be trespassing or loitering and will be reported to the police.

RC 2917.211, 3313.20;

Adopted: November 17, 1998  
Reviewed: October 11, 2016

# Guidelines

OFFICE OF THE SUPERINTENDENT  
LICKING COUNTY EDUCATIONAL SERVICE CENTER

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## SCHOOL VISITORS

In order to protect the educational program of the schools from undue disturbance, each Supervisor shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit a school are to make arrangements in advance through the school office of each school to be visited.
- B. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building Supervisor should request aid from the Superintendent and/or law officials.
- C. No visitor may see a student in school unless it is with the specific approval of the Supervisor. If an emergency situation requires that a student be called to the office to meet with a visitor, and unless the visitor is the parent, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the Supervisor.
- E. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.
- F. If a person with a disability should visit a school and request accommodation and s/he has not submitted the Request for Accommodation Form (9150 F1), in advance, the Supervisor should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable.

## REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH A DISABILITY

The Superintendent, who is the ADA Compliance Officer, shall ensure that the following notice is made a part of each communication concerning a Educational Service Center (ESC) activity to which the public is invited:

### *Possible Alternatives for Reasonable Accommodation*

Hearing Impaired: modifying the seating arrangements for those who can lip-read

Visually Impaired: recording the activity for later review, arranging special seating, providing large-print copies of written documents

Physically-Impaired: arranging for access to the activity providing a special location to accommodate assistance devices or equipment.

Revised: December 14, 2010

Reviewed: October 11, 2016

**Guideline Form**  
**OFFICE OF THE SUPERINTENDENT**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**Relations**

**9150 F1**

**VISITOR REQUEST FOR REASONABLE ACCOMMODATION**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/ZIP** \_\_\_\_\_

**DESCRIPTION OF DISABILITY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCOMMODATION REQUESTED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

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**PUBLIC ATTENDANCE AT CENTER EVENTS**

The Governing Board welcomes and encourages the community to attend public events held by the Educational Service Center. Due to the need to maintain and preserve the facilities of the Center during conduct of such events, the Board retains the right to bar attendance of or remove any person whose conduct may constitute disruption at a Center event. Center administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested.

If a student or adult is asked to leave or is removed from a Center event, no admission fees, if collected, shall be refunded.

No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed at any function occurring on Board property.

Raffles and similar forms of fund-raising by Center-related organizations may be permitted by the Superintendent in accordance with Policy 9211 – District Support Organizations and Policy 9700 – Relations with Special Interest Groups.

Service dogs used by persons with disabilities are permitted in all Center facilities if open to the public. The person must provide evidence of the dog's certification for that purpose. If the dog is still in training, proof of liability insurance must be provided.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual equipment or devices at any Center sponsored event or activity. No recording equipment is to be used that, either in setting it up, or where it is set up, will disrupt or delay the Center's event.

All notices, signs, schedules and other communications about school events must contain the following statement: "In accordance with State and Federal law, the Center will provide reasonable accommodations to persons with disabilities who wish to attend and / or participate in a Center event. Such individuals should notify the Building Administrator responsible for that event if they require a reasonable accommodation."

Cross Ref: 9150 School Visitors

R.C. 955.43, 1716.02, 1716.03, 28 C.R.F. Part 35, 29 U.S.C. 794, Section 504, as amended 34 C.R.F. Part 104, 42 U.S.C. 12101et seq., Americans with Disabilities Act of 1990, as amended

Adopted: December 14, 2010

Revised: July 19, 2012

**CENTER SUPPORT ORGANIZATIONS**

The Governing Board appreciates the efforts of all organizations of parents whose objectives are to promote the educational experiences of the Center's students. However, in using the name of the LCESC or its schools/programs and in organizing a group whose identity derives from a school(s) of this County District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Center support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting Center programs.

The Board shall offer the opportunity for any authorized school support entity to receive coverage under the Center's liability insurance program to protect against claims resulting from damage or injury resulting from any act or omission of any school support entity. The entity shall pay for such coverage upon written notification from the Treasurer.

The Governing Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another. The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

The following rules and procedures shall govern the working relationships between the Board, administration, and any Center support organization:

- A. School employees and Board-approved school volunteers may not be directly compensated in any manner by Center support organizations;
- B. Each Center support organization shall work cooperatively with the building director and other staff members and shall abide by the policies of the Board;
- C. Each Center support organization will submit its bylaws to the Superintendent for review and approval.
- D. Donations from Center support organizations must be made in accordance with Board policy 7230 and any accompanying guidelines. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies and administrative guidelines.

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The activities of Center support organizations shall not involve the use of public funds and the Center shall not involve the use of public funds and the Center shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The school Center tax identification code shall not be used for Center support organization purchase.

All food items and beverages available for sale to students that will be consumed on school grounds during the school day as fund raisers, including items sold by student clubs and organizations, parent groups, or booster clubs shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

Fundraisers also include giving away goods or services, but suggesting a monetary donation. All activities must be approved by the program administrator in advance. If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500.

Proceeds from Center support organization fundraisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student or other Board account (018) shall be subject to discipline.

Center support organizations may be encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.

Donations from Center support organizations must be made in accordance with Board Policy 7230 and any accompanying guidelines. Donations shall be the property of the Board and used in a manner determined by the Board, in accordance with Policies for property and respect of intentions for purchases for monetary donations of the support organization.

Ohio Ethics Commission Advisory Opinion 2008-01  
R.C. 3313.203  
7 C.F.R. Parts 210 and 220

Adopted: September 8, 1998  
Revised: December 9, 2014

# **Administrative Guidelines**

**GOVERNING BOARD  
LICKING COUNTY EDUCATIONAL SERVICE CENTER**

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## **CENTER SUPPORT ORGANIZATIONS**

In accordance with Governing Board policy, all ESC-support organizations, including parent associations, booster clubs and the like, are to abide by the following guidelines.

- A. Bylaws of the organization clearly state:
  - 1. the purpose of the organization which must be to benefit the students of the District;
  - 2. the name of the organization;
  - 3. the procedure for the election of officers and the length of terms;
  - 4. provisions for student and staff involvement which are to include that a ESC administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the Superintendent.
  
- B. Each organization shall submit annually its plan for any and all fund-raising activities to include the following:
  - 1. the purpose of each fund-raising activity
  - 2. the fund-raising procedure
  - 3. the bookkeeping procedure that will be used
  - 4. designation of a fiscal officer for the organization who will be responsible for the accounting of funds
  - 5. assurance that none of the proceeds from a fund-raiser are commingled with a student activity account
  - 6. agreement that none of the activities involve the use of public funds
  - 7. a guarantee that funds will be used in ways that are consistent with the purpose of the organization and that at least seventy percent (70%) of all collected funds will be spent on student activities connected with the ESC program
  - 8. agreement that any purchases made by the organization are not represented as ESC expenditures and do not use identification numbers of the ESC such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like.
  
- C. Each organization agrees that any donations made to the ESC shall be done in accordance with Board Policy 7230 & 9210 and the accompanying guidelines.
  
- D. Each organization agrees to abide by the policies and guidelines established for the use of ESC facilities and grounds.

**EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS**  
**(HOME EDUCATION)**

The Governing Board encourages the enrollment of all school age children residing in the Districts of Licking County, **into** public schools or in approved parochial or private schools, so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

HB59 now requires all school District Superintendents to sign their own resident district excuses from compulsory attendance for the purpose of Home-Schooling. However, the legislation allows for districts to continue services of an ESC in reviewing and processing these notifications as long as the excuses from compulsory attendance are printed on the Local District's Letterhead and have the resident District Superintendent sign them. The LCESC will continue to accept home education notifications for all Local School Districts who have indicated to the LCESC in writing (email accepted) that they wish the Center to continue processing their resident notifications to educate a child in an equivalent education (home education) program. Once each notification is reviewed and is found in compliance with state law, excuse from compulsory attendance will be placed on the resident's District letterhead and forwarded to the resident District Superintendent to print, sign and mail to the parent.

For those districts who notify the ESC that they wish for the ESC to continue in their behalf, a parent electing to home educate a child residing within such a District shall provide the Center with annual written notification. The notification must include certain specific information and assurances concerning the home education program as set forth in State law, the State Department of Education Regulations, and as posted on the [www.lcesc.org](http://www.lcesc.org) website. This information is posted under the top tab for "Services" and can be accessed when selecting the Home Schooling Information tab on the left. Please feel free to use any of the attached documents on that page to assist in making this notification.

The Resident District's Superintendent will excuse the child from compulsory school attendance for home education purposes upon receiving a complete notification which includes all assurances as set forth by the state will be met.

If such an excused child seeks to register in the resident district's extra-curricular programs, they must abide by the Local District's policies on such participation and eligibility requirements.

Related Policy: 5201

R.C. 3321.03, 3321.04; A.C. 3301-34

Adopted: December 14, 1999

Revised: August 9, 2016

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**RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS**

It is the policy of the Governing Board that strong lines of communication be maintained by the LCESC with other districts and with institutions and organizations, which provide participating district's educators and students with programs, training, or services not available in some districts.

The Superintendent may enter into such cooperative ventures with institutions or organizations for the purpose of providing programs, which correlate to the cooperating districts' curriculum and help students better accomplish the educational outcomes established by the Governing Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of ESC resources or require any additional resources of the local district.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this county in order to be aware of any program changes that may be planned that could affect this district; and to cooperate fully in the implementation of all state and federal programs administered by the LCESC that benefits, in whole or in part, eligible students attending private or parochial schools.

R.C. 3315.09, 3317.63

Adopted: October 13, 1998

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**PARTNERSHIPS WITH BUSINESS**

The Governing Board is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the districts need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Governing Board will seek to establish not only partnerships between the district and individual companies but also, if possible consortia-involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of the districts' personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

Adopted: December 14, 1999

Reviewed: October 11, 2016

**RELATIONS WITH SPECIAL INTEREST GROUPS**

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Governing Board that students, staff members, and Educational Service Center (ESC) facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Superintendent; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by the ESC.

**A. Political/Commercial Interests**

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of their educational contribution to part or all of the school program, benefit to students, and good taste, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the ESC's administrative guidelines.

**B. Contests/Exhibits**

The Governing Board recognizes that contests, exhibits, and the like may benefit individual students or the ESC as a whole, but participation in such special activities may not interrupt the regular school program.

**C. Distribution/Posting of Literature**

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on ESC property either during or after school hours without the permission and prior review of the Superintendent.

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**D. Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations or staff members who meet the permission criteria established in the ESC's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. No District student may participate in the solicitation without the Superintendent's approval.

1. The Board disclaims all responsibility for the protection of, or accounting for, such funds.
2. Solicited funds are not to be deposited in any regular or special accounts of the District.
3. A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on District property.
4. This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.
5. Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with special approval of the Superintendent. All crowdfunding activities are subject to the procedures set in Policy 6605.

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**E. Prizes/Scholarship**

The Governing Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in the Local Districts. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prizewinner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

The Superintendent shall approve the type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it.

Cross Ref: Policy 6605 Crowdfunding

R.C. 3313.75-.78

Adopted: December 14, 1999

Revised: March 14, 2017

**HIGH SCHOOL DIPLOMA TO WORLD WAR II, KOREAN WAR**  
**AND VIETNAM CONFLICT VETERANS**

The Governing Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of World War II, the Korean War and the Vietnam Conflict.

Since many of these veterans left high school in order to fight for their country, the LCESC Governing Board wishes to recognize their efforts by encouraging all local boards to award such individuals so identified with a high school diploma.

To be eligible for a diploma, all of the following criteria must be met:

- A. the veteran is a current resident of the State of Ohio or was previously enrolled in any high school in this state;
- B. the veteran either left a public or nonpublic school located in any state prior to graduation:
  - 1. in order to serve in the armed forces of the United States;
  - 2. due to family circumstances, and subsequently entered the armed forces of the United States.
- C. the veteran received an honorable discharge from the armed forces of the United State; and
- D. the veteran has not been granted a high school diploma, a diploma of adult education, or a diploma under this provision.

If the veteran is deceased, the Board will award a diploma to the veteran posthumously and present that diploma to a surviving relative of the veteran.

The local board may award a high school diploma after receiving the application and appropriate verification of eligibility from the Governor's Office of Veterans' Affairs. The County Veterans Services Office handles the application process and eligibility verification.

R.C. 3313.16  
A.C. 5902-3-01

Adopted: June 11, 2002  
Revised: July17, 2007