

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 direct an information program 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 Board shall provide parents or guardians and other District residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

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

Adopted: September 8, 1998

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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.
- 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.

Adopted: December 14, 1999

Revised: October 11, 2005

Policy

**GOVERNING BOARD OF EDUCATION
LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**RELATIONS
9130 F1**

Formal Complaint Form

_____ Level of Complaint

Name of Citizen 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's signature

Received by (Director/Supervisor/Asst./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: July 17, 2007

CENTER - BUSINESS ADVISORY COUNCIL

The Governing Board recognizes the increasing importance to the nation's productivity and future well-being of its citizens that students enter the labor market with employable skills and attitudes. The Board and staff of the Educational Service Center also recognize that the necessary educational effort involves close cooperation among interested parties and that decisions regarding curriculum should not be made without appropriate input from those affected by the educational results.

In order to obtain more effective assistance from one (1) group particularly affected by the students' entry-level skills, the potential employer, the Board shall establish a Council that meets the guidelines of HB 1 for Family and Civic Engagement. This will be accomplished by using the continued format of the Licking County Community and Business Advisory (**BCAC**) for all public schools in Licking County wishing to do so as in Policy 9140, to serve as a continuing advisory group to the Boards and administrations of our schools.

The Council shall be composed of Local School District Superintendents, the County Superintendent, representatives from ESC staff, and leaders of business, educational institutions, government agencies within the area in which employment is provided to students and adults residing in the area.

The Superintendent shall serve as Chairman of the Council.

The purpose of the Council shall be the following:

- A. to facilitate two-way communication between schools and business, industry, and community service organizations;
- B. to define ways the school and business community can work together to prepare our youth for a quality future;
- C. to identify the employability skills needed in this geographic area specifically and by the global workplace in general;
- D. to assist the staff and Board in determining whether or not curriculum offered by the local schools continues to be appropriate and adequate for ensuring that students can enter the labor force with knowledge, attitudes, and skills that are at a level which makes initial employment feasible and additional training both productive and economical; and
- E. to consider relevance of our educational opportunities to employers.

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The Council shall further provide recommendations to the Board concerning changes in the economy and the job market, and the types of employment in which future jobs are most likely to be available; and provide suggestions for developing a working relationship among businesses and educational personnel in the County.

The Board may appoint one (1) committee to function as both the Business and Community Advisory Council and the Family and Civic Engagement Team (Policy 9143). Such a committee must perform all functions required of a business advisory and family and civic engagement team. The committee's membership shall be determined by the Superintendent but shall include parents, community representatives, health and human services and business representatives as prescribed by statute.

The Superintendent shall develop guidelines to provide that the time and efforts of the Council and those of the professional staff are utilized properly to accomplish these educational outcomes and to provide for a continued, strong working relationship between the County's schools, the Council and the larger community of employers.

R.C. 3313.82, 3313.821, 3313.822

Adopted May 18, 2010

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FAMILY AND CIVIC ENGAGEMENT TEAM

The Governing Board shall establish a Family and Civic Engagement Team to serve as a continuing advisory group to the Board and administration.

The Team shall be composed of members as determined by Superintendents and shall include parents, community representatives, health and human service representatives, business representative and representatives from other districts within the Educational Service Center area.

The Team shall annually elect a chairperson from among its members.

The purpose of the Team shall be to work with the Licking County Family and Children First Council (R.C. 121.37) to recommend qualifications and responsibilities to be included in the job description for school and civic engagement and to develop five (5) year family and civic engagement plans.

The Team shall submit the plan and annual progress reports to the Licking County Family and Children First Council and advise and provide recommendation to the School Boards on matters specified by the BCAC Council.

The Board may appoint one (1) committee to function as both the Business Advisory Council (Policies 9140/9141) and the Family and Civic Engagement Team. Such a committee must perform all functions required of a Business Advisory Council and Family and Civic Engagement Team. The committee's membership shall include parents, community representatives, health and human services representatives and business representatives as prescribed by statute.

The Superintendent shall develop guidelines which will guide the working relationship between the Center, the Team/Committee and the community.

R.C. 121.37, 3313.821, 3313.822

Adopted: May 18, 2010

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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 preschool, alternative school and/or the Multiple Disabled buildings, 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 disabled person should visit a school and request accommodation and s/he has not submitted a Request for Accommodation in writing, in advance, the principal 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

Guidelines

OFFICE OF THE SUPERINTENDENT

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SCHOOL VISITORS

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

1. Persons wishing to visit a school are to make arrangements in advance through the school office of each school to be visited.
2. 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/Director should request aid from the Superintendent/ and or law officials.
3. No visitor may see a student in school unless it is with the specific approval of Supervisor/ Director. 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.
4. Students may not bring guests to school unless permission to do so has been granted by the Supervisor/ Director.
5. 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.

Guidelines

OFFICE OF THE SUPERINTENDENT

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6. If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation Form (9150 F1), in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable (see 9150 AG p 2).

Each program supervisor/director shall post in a conspicuous place at each entrance, the rules and procedures to be followed by visitors.

REASONABLE ACCOMMODATION FOR DISABLED PERSONS

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:

"Upon request to the Superintendent, the ESC shall make reasonable accommodation for a disabled person to be able to participate in this activity."

Possible Alternatives for Reasonable Accommodation

Hearing Impaired:

- A. modifying the seating arrangements for those who can lip-read
- B. other.....

Visually Impaired:

- A. recording the activity for later review
- B. arranging special seating
- C. providing large-print copies of written documents

Physically-Impaired:

- A. arranging for access to the activity
- B. providing a special location to accommodate assistance devices or equipment

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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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.

Representatives and members of approved school-related organizations shall in all circumstances be treated by ESC employees as interested friends of the schools and as supporters of public education in the LCESC.

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.

By the end of June of each year, each group shall submit its statement of purpose, tentative goals and objectives along with its fund-raising plans for the next school year to the building administrator and then to the Superintendent. Should the goals and objectives or fund-raising plans change during the school year, the Superintendent is to be advised before any final revisions are made.

The Superintendent shall develop and implement administrative guidelines which ensure that each group's fund-raising activities are in compliance with Governing Board policies and that the funds are used for school-related projects that have the approval of the Superintendent and building/program administrator.

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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. 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.

R.C. 3313.203

Adopted: September 8, 1998
Revised: January 12, 2010

Administrative Guidelines

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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.

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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 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.

All Local School District resident requests to educate a child in an equivalent education (home education) program are to be submitted to the County Superintendent.

A parent electing to home educate a child shall provide the ESC Superintendent (or designee) 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 AG 9270.

The ESC Superintendent (or designee) will excuse the child from attendance for home education purposes upon satisfactory showing that the child is being home educated by a person qualified to teach the areas in which instruction is required as referenced in AG 9270, and such additional areas, as the advancement and needs of the child may, in the opinion of the ESC Superintendent, require.

The ESC Superintendent shall provide administrative guidelines that ensure that, prior to a child being excused from attendance for home education purposes, all requirements specified in the State Department of Education regulations and the conditions established in Policy 5463 – Credits from State-Chartered Schools, Special, and Nonchartered Schools have been met.

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

Adopted: December 14, 1999
Revised: March 10, 2009

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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.

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

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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.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the District.

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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:

1. have the primary affect/purpose of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the ESC;
3. involve any direct cost to the ESC;
4. interrupt the regular school program;
5. unless the student body as a whole derives benefit from such activities;
6. cause the participants to leave the ESC;
7. the Board's policy 2340 - Field and Other District-Sponsored Trips - has been complied with in all aspects;
8. the parents of a minor student have granted their permission.

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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The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established are used to make a decision regarding materials that students seek to post or distribute;
2. the school mail system is not used by students or staff for distribution of nonschool-related materials;
3. no materials from any profit-making organization are distributed for students to take home to their parents;
4. the time, place, and manner of distribution of all nonschool-related materials are clearly established and communicated.

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 individuals 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.

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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.

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.

R.C. 3313.75-.78

Adopted: December 14, 1999

Policy
GOVERNING BOARD
LICKING COUNTY EDUCATIONAL SERVICE CENTER

RELATIONS

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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: July 17, 2007