

## SECTION E: SUPPORT SERVICES

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NOTE: Only those policies indicated with an asterisk (\*) are contained in this manual.

## SUPPORT SERVICES GOALS

Support services are essential to the educational program. The Board serves as trustee of District facilities and overseer of school operations for the purpose of providing the facilities and services which support a thorough and efficient educational program.

In order to provide support services that are supportive of the educational program, the Board develops goals which will support the overall educational program. The goals of the support services program include a:

1. safe and pleasant physical environment for teaching and learning for the school community through the continual evaluation of the facilities;
2. transportation program for the safe transporting of students to and from school;
3. food services program which supports nutrition through participation in the National Child Nutrition Programs and
4. safety program which evaluates personnel, buildings, vehicles, equipment and supplies to maintain a safe environment and to minimize the effects of a disaster.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

CROSS REFS.: EB, Safety Program  
EBC, Emergency Plans  
EEA, Student Transportation Services  
EF, Food Services Management  
EFB, Free and Reduced-Price Food Services

## SAFETY PROGRAM

The Board will make efforts to provide for the safety of all students, employees and members of the school community present on District property and at all District-sponsored events at other sites. The Board directs the administration to develop a safety program which is reviewed on an annual basis.

The Superintendent / designee is the administrator responsible for the safety program of the District and develops written procedures to comply with all applicable Federal and State laws and regulations.

The practice of safety is a part of the instructional plan of the District through educational programs. The educational program includes instruction in traffic and pedestrian safety, fire prevention, in-service training and emergency procedures appropriately geared to students at different grade levels.

All staff are encouraged to participate in the proceedings of the Health and Safety Committee by providing recommendations that ensure a safe environment for all.

[Adoption date: March 26, 2001]  
[Re-adoption date: August 22, 2005]  
[Re-adoption date: April 19, 2011]  
[Re-adoption date: April 17, 2014]  
[Re-adoption date: September 18, 2014]

LEGAL REFS.: Public Employment Risk Reduction Program; ORC 4167.01 et seq.  
ORC 2744  
3313.536  
3313.60; 3313.643  
3707.26  
3737.73  
OAC 3301-35-06

CROSS REFS.: EA, Support Services Goals  
EBCE, Protection for Reporting Safety Violations (Whistleblowers)  
ECG, Integrated Pest Management (Use of Pesticides)  
EEAC, School Bus Safety Program  
EEACD, Drug Testing for District Personnel Required to Hold  
A Commercial Driver's License  
GBE, Staff Health and Safety  
IGAE, Health Education  
JHF, Student Safety  
JHG, Reporting Child Abuse

## REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety.

### Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The Superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer:

1. identifies potential sources of toxic hazards in cooperation with material suppliers who supply the THP officer with safety data sheets (SDS);
2. ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintains a current file of SDS for every hazardous material present on District property;
4. designs and implements a written communication program that:
  - A. lists hazardous materials present on District property;
  - B. details the methods used to inform staff and students of the hazards and
  - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conducts a training program in compliance with State and Federal law for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and
6. establishes and maintains accurate records for each employee at risk for occupational exposure including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

### Asbestos Hazards

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Act Program (PERRAP) and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
2. take appropriate action based on the inspections;
3. establish a program for dealing with friable asbestos, if found;
4. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos and
5. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent appoints a person to develop and implement the District's Asbestos-Management Program, which ensures proper compliance with Federal and State law and the appropriate instruction of staff and students.

The Superintendent also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

### Occupational Exposure Training

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks and procedures or institution of new tasks and procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. These records are maintained for three years from the date of the training.

### Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provisions of PERRP. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

### Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a board of health inspection, each building principal/designee provides:

1. access to the building and grounds during regular school hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products;
3. any records or other information the board of health considers necessary to evaluate the health and safety of the school and
4. a representative who accompanies the sanitarian during the course of the inspection, with advance notice from the board of health.

### Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

[First Reading: April 17, 2014]

[Adoption date: May 15, 2014]

LEGAL REFS.: 29 CFR 1910.1030  
Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.  
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.  
Comprehensive Environmental Response, Compensation and Liability Act;  
42 USC 9601 et seq.  
ORC 3313.643; 3313.71; 3313.711  
3707.26  
4113.23  
4123.01 et seq.  
Public Employment Risk Reduction Program; ORC 4167.01 et seq.

CROSS REFS.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EBC, Emergency/Safety Plans  
ECG, Integrated Pest Management  
GBE, Staff Health and Safety

## FIRST AID

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

The guidelines provide for at least one person in each building to have special training in first aid. In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: October 21, 2010]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 2305.23  
3301.56  
3313.712  
OAC 3301-27-01; 3301-35-06

CROSS REFS.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EBC, Emergency/Safety Plans  
IGD, Cocurricular and Extracurricular Activities  
JHCD, Administering Medicines to Students  
Emergency Medical Authorization Form  
Staff Handbooks

## FIRST AID

The following requirements shall be adhered to by all personnel.

1. A school nurse or other trained person is responsible for administering first aid in each building. Although each nurse is assigned a school or group of schools for providing regular nursing services, a nurse is subject to call from any school if needed. An emergency medical service will be called in case of serious illness or injury.
2. The parents of all students are asked to sign and submit an emergency medical authorization form which indicates the procedure they wish to be followed in the event of a medical emergency involving their child. The forms are kept readily accessible in the health center of each school.
3. Only emergency care and first aid are provided. A physician or nurse provides training for first-aid treatment and emergency care for various types of illness and injury. Use of medications is limited to topical applications as directed in writing by a physician for certain types of injuries or to such medication as might have been officially authorized for an individual child.
4. In cases in which the nature of an illness or an injury appears serious, the parent(s) are contacted and the instructions on the student's emergency card are followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent(s) can be reached.
5. No elementary student who is ill or injured is sent home alone during school hours. Junior and senior high students may be sent home if the illness is minor and the parents, who have authorized such dismissal on the emergency medical forms, have been informed in advance.
6. Board-approved procedures are followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes. Coaches and trainers meet all requirements of the State Board of Education.

(Approval date: March 26, 2001)

(Re-approval date: August 22, 2005)

(Re-approval date: April 19, 2011)

## BLOODBORNE PATHOGENS

Staff/students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens.\*

To reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with Federal law.

The plan shall include annual in-service training for staff and students, first-aid kits in each school vehicle; first aid and spill kits in each building and correct procedures for cleaning up body fluid spills and for personal cleanup.

Training is followed by an offer of immunization with hepatitis B vaccine for all staff who are required to provide first aid to students and/or staff. The vaccine is also offered to all staff who have occupational exposure as determined by the administrator.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: October 21, 2010]

[Re-adoption date: April 19, 2011]

[Re-adoption date: April 17, 2014]

LEGAL REFS.: 29 CFR 1910.1030

ORC 3707.26

Public Employment Risk Reduction Program; ORC 4167.01 et seq.

CROSS REFS.: EBBA, First Aid

EBC, Emergency/Safety Plans

GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also JHCCA)

JHCC, Communicable Diseases

\* Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

## EMERGENCY/SAFETY PLANS

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as an event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include, but are not limited to, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

### Comprehensive Emergency Management and School Safety Plans and Drills

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to students.

The comprehensive emergency management plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency and disaster situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of each school building's current comprehensive emergency management plan and blueprint is filed with the Ohio Department of Education, the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by law enforcement responding to an emergency in the building and is not a public record.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan be updated every three years and whenever a major modification to an individual school building requires changes in that building's. Procedures or whenever information on the emergency contact information sheet changes.

#### Administrative Rules/Protocols

The Board directs each building principal/designee to develop administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office and produced to board of health sanitarians, upon request, during board of health inspections.

1. A list of dangerous or recalled products as identified by the State Board of Health.
2. Radon rules or protocols including evidence that the school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding bloodborne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive emergency management plan addressing:
  - A. emergency management accountabilities and strategies;
  - B. safe work practices;
  - C. accident analysis procedures;
  - D. job safety analysis procedures;
  - E. safety committees and employee involvement strategies;
  - F. employee safety and health training;

- G. treatment of sick or injured workers;
  - H. safety and health hazard audits;
  - I. ergonomics;
  - J. transportation safety;
  - K. identification and control of physical hazards;
  - L. substance abuse;
  - M. school violence prevention and
  - N. personal protective equipment.
8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.
  9. Material safety data sheets for every hazardous chemical used in the school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the central office of each building.)
  10. Protocols on staff and student hand washing.
  11. No-smoking signs.
  12. The District's integrated pest management policy.
  13. A flushing protocol if lead pipes or lead-lined storage wells are used.
  14. Protocols for using automated external defibrillators (AEDs).
  15. Protocols for responding to in-school crises, including student crime, suicide, death of a student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.
  16. Protocols for the management of students with life-threatening allergies.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: November 28, 2006]

[Re-adoption date: June 24, 2008]

[Re-adoption date: February 24, 2010]

[Re-adoption date: April 19, 2011]

[Re-adoption date: September 18, 2014]

LEGAL REFS.: ORC 149.433  
2305.235  
2923.11  
3301.56  
3313.20; 3313.536; 3313.717; 3313.719  
3314.03; 3314.16  
3701.85  
3737.73; 3737.99  
OAC 3301-35-06

CROSS REFS.: EA, Support Services Goals  
EB, Safety Program  
EBAA, Reporting of Hazards  
EBBA, First Aid  
EBBC, Bloodborne Pathogens  
EBCE, Protection for Reporting Safety Violations (Whistleblowers)  
ECA, Buildings and Grounds Security  
ECG, Integrated Pest Management  
EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFH, Food Allergies  
GBE, Staff Health and Safety  
JHF, Student Safety  
JHG, Reporting Child Abuse  
Emergency/Safety Plans Handbook

## EMERGENCY CLOSINGS

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff member law enforcement emergencies or other circumstances where the Superintendent determines a closure, dismissal or delay is necessary. It is understood that the Superintendent takes such action only after consultation with transportation and other necessary authorities.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

The District may make up calamity days by increasing the length of one or more school days in increments of one-half hour.

The District may choose to make up a maximum of three days via online lessons and/or blizzard bags.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

[Re-adoption date: September 20, 2011]

[Re-adoption date: September 20, 2012]

[Re-adoption date: April 17, 2014]

LEGAL REFS.: ORC 3313.48; 3313.482;

CROSS REF.: ID, School Day  
EBC, Emergency/Safety Plans  
IC/ICA, School Year/ School Calendar

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

## EMERGENCY CLOSINGS

In accordance with State law, the District may choose to make up missed days via online lessons. A plan for online lessons must be submitted to the Ohio Department of Education (ODE). The plan must include:

1. the number of days the District plans to make up via online lessons (maximum of three);
2. a statement requiring each classroom teacher to develop enough lesson plans to cover the number of makeup days specified in the plan;
3. a statement requiring the District to make the lessons available to students on the District's website as soon as practicable after school closure;
4. a statement granting students a two-week period from the date of posting to complete the lesson;
5. a statement specifying that teachers will grade the online lessons in the same manner as other lessons and that students may receive an incomplete or failing grade if the lesson is not completed on time;
6. a statement allowing students to work on posted lessons at school after it reopens if the student does not have access to a computer at his/her residence. The District may provide the student access to a computer before, during or after the regularly scheduled school day, or may provide a substantially similar paper lesson. Students without access to a computer at home are granted two weeks from the date of reopening, rather than the date of posting, to complete the lesson and
7. a statement indicating whether the District will utilize blizzard bags in addition to posting classroom lessons online. Blizzard bags are paper copies of the online lessons. If the District uses blizzard bags, teachers must also prepare paper copies of the online lessons, and the Board's plan to ODE must specify the method of distributing the blizzard bags, which may include distribution by a set deadline or distribution prior to an anticipated school closure.

The District must also secure written consent of the teachers' union. The Board then submits the plan along with a copy of the teachers' union consent to ODE by the deadline specified under State law.

[First Reading: April 17, 2014]  
[Adoption date: May 15, 2014]

PROTECTION FOR REPORTING SAFETY VIOLATIONS  
(Whistleblowers)

The Board is concerned with the safety of everyone present on District property and has directed the Superintendent/designee to develop and maintain a comprehensive safety plan, in accordance with State law, that addresses potential safety issues that may arise within the District.

In addition to the comprehensive safety plan, staff members are encouraged to participate in the safety practices of the District by providing recommendations that ensure a safe environment for all.

Yet, despite the Board's best efforts in prevention and correction of safety issues, there may be times when safety violations may occur. Staff members who report these violations in good faith have the right to do so without any retaliation by the Board, District administrators or other staff members.

The Board does not condone, nor does it tolerate, any act of discrimination, harassment or other acts of retaliation at any time for the reporting of safety violations. Staff members in violation of this policy will be disciplined in accordance with the negotiated agreement, Board policy and/or State law.

[Adoption date: April 19, 2011]

[Re-adoption date: April 19, 2011]

LEGAL REF.: ORC 4113.52

CROSS REFS.: EA, Support Services Goals  
EB, Safety Program  
EBC, Emergency/Safety Plans  
Emergency/Safety Plans Handbook

PROTECTION FOR REPORTING SAFETY VIOLATIONS  
(Whistleblowers)

State law contains a number of provisions concerning the reporting of safety violations. The following regulation gives a brief overview of these provisions.

1. Awareness and reporting of a violation

If an employee becomes aware of a violation of any State or Federal law, or any Board policy or regulation that the District has authority to correct, and the employee reasonably believes that the violation is a criminal offense that is likely to cause an imminent risk of physical harm, a public health or safety hazard, a felony or an improper solicitation for a contribution, the employee shall orally notify his/her supervisor or other responsible administrator of the violation and subsequently file with the supervisor or administrator a written report that provides sufficient detail to identify and describe the violation.

2. Not correcting the violation

If the District does not correct the violation or make a reasonable and good faith effort to correct the violation within 24 hours after the oral notification or the receipt of the report, whichever is earlier, the employee may file a written report that provides sufficient detail to identify and describe the violation with the city or county prosecutor where the violation occurred, with a peace officer, with the inspector general if the violation is within the inspector general's jurisdiction, or with any other appropriate public official or agency that has regulatory authority over the District.

3. Notifying the employee

If an employee makes a report, the employer, within 24 hours after the oral notification was made or the report was received or by the close of business on the next regular business day following the day on which the oral notification was made or the report was received, whichever is later, shall notify the employee, in writing, of any effort of the employer to correct the alleged violation or hazard, or of the absence of the alleged violation or hazard.

4. Reporting fellow employees' violations

If an employee becomes aware of a violation by a fellow employee of any State or Federal law, any Board policy or regulation or any work rule or procedure, and the employee reasonably believes that the violation is a criminal offense that is likely to cause an imminent risk of physical harm, a public health or safety hazard, a felony or an improper solicitation for a contribution, the employee shall orally notify his/her supervisor or other responsible administrator of the violation and subsequently shall file with that supervisor or administrator a written report that provides sufficient detail to identify and describe the violation.

5. Retaliation

The District shall not take any disciplinary or retaliatory action against an employee for making any authorized report or having made any inquiry or taken any other action to ensure the accuracy of any information reported.

The District shall not take any disciplinary or retaliatory action against an employee for making any authorized report if the employee made a reasonable and good faith effort to determine the accuracy of any information so reported, or as a result of the employee's having made any inquiry or taken any other action to ensure the accuracy of any information reported.

Disciplinary or retaliatory action by the District includes, but is not limited to:

- A. removing or suspending the employee from employment;
- B. withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- C. transferring or reassigning the employee;
- D. denying the employee a promotion that otherwise would have been received or
- E. reducing the employee in pay or position.

6. Accuracy of reports

The employee shall make a reasonable and good faith effort to determine the accuracy of any information reported. If the employee fails to make such an effort, the employee may be subject to disciplinary action, including suspension or removal, for reporting information without a reasonable basis to do so.

7. Legal remedies for retaliation

If the District takes any disciplinary or retaliatory action against the employee as a result of the employee's having filed a report, the employee may bring a civil action in the Court of Common Pleas for appropriate injunctive relief or for the remedies set forth in the next paragraph, or both, within 180 days after the date the disciplinary or retaliatory action was taken.

The court, in rendering a judgment for the employee, may order, as it determines appropriate, reinstatement of the employee to the same position that the employee held at the time of the disciplinary or retaliatory action and at the same site of employment or to a comparable position at that site, the payment of back wages, full reinstatement of fringe benefits and seniority rights or any combination of these remedies.

The court also may award the prevailing party all or a portion of the costs of litigation and, if the employee who brought the action prevails in the action, may award the prevailing employee reasonable attorney's fees, witness fees and fees for experts who testify at trial, in an amount the court determines appropriate. If the court determines that the District has deliberately retaliated, the court, in making an award of back pay, may include interest.

[Approval date: April 19, 2011]

## BUILDINGS AND GROUNDS SECURITY

Buildings and grounds constitute one of the greatest investments of the Board. It is in the best interest of the District to protect such investments.

Security includes maintenance of a secure building, protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

Access to buildings and grounds outside of regular school hours is limited to personnel whose work requires such access. A security control system is established which limits access to buildings to authorized personnel and guards against entrance to buildings by unauthorized persons.

### Surveillance Equipment

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

#### 1. Cameras

Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.

#### 2. Metal Detectors

The administration is authorized to use stationary or mobile metal detectors at its discretion. The Board directs the administration to develop regulations for the use of detectors.

Any search of a student's person as a result of activation of the detector is conducted in private.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

[Re-adoption date: April 18, 2013]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
U.S. Const. Amend. IV  
ORC 3313.20

CROSS REFS.: EBC, Emergency/Safety Plans  
EEACCA, Video Cameras on Transportation Vehicles  
JFC, Student Conduct (Zero Tolerance)  
JFCJ, Weapons in the Schools  
JFG, Interrogations and Searches  
JO, Student Records  
KK, Visitors to the Schools

## BUILDINGS AND GROUNDS SECURITY

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Carefully weighing the rights of privacy of students and staff against the District's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems.

### Cameras

1. Cameras are not positioned in areas where individuals have a reasonable expectation of privacy.
2. The administration provides prior written notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on district property.
3. The use of cameras in transportation vehicles is supervised by the building principals and the transportation supervisor.
4. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
5. Surveillance cameras are used only to promote the order, safety, and security of students, staff, and property.

### Portable Metal Detectors

Notices are posted at each main doorway and in student handbooks explaining that weapons are not permitted at school and that students may be required to submit to a metal detector check.

1. Prior to beginning metal detector checks, and administrator or law enforcement officer explains the process to the student body, emphasizing that checks are intended to maintain a safe school environment.
2. The administrator or officer checks each student by visually searching his/her locker and having them bring contents to a checkpoint.
3. The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and persona effects. The administrator/officer scans the student without touching him/her, as well as the student's personal effects. If the student refuses to cooperate, the administrator/officer may proceed with the check in the presence of another adult.

4. If the metal detector is activated during the scanning of the student's effects, the administrator/officer opens the student's bag, purse, etc. and looks for weapons. If the detector is activated during scanning of the student's person, the student is given a second opportunity to remove any metal-containing object from his/her person.
5. If the metal detector is again activated, a same-sex administrator/officer conducts a pat-down search of the student's outer clothing in the area where the metal detector was activated. If the administrator/officer feels an object on the student's person, the student is given an opportunity to remove the object. If the student refuses, the administrator/officer escorts the student into a private room and removes the object from the student in the presence of an adult witness of the same sex.
6. If a properly conducted search yields a weapon or any other illegal material, it is turned over to the proper legal authorities for ultimate dispositions.

[First Reading: April 18, 2013]

[Adoption date: May 16, 2013]

## VANDALISM

Parents and students are made aware of the legal consequences of vandalism. Students, employees and citizens of the District are urged to report any incidents of vandalism to property belonging to the District together with the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages Board property.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion.

Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents to perform community service for the District instead of repayment of the damages.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 2909.05  
3109.09  
3313.173  
3737.73; 3737.99

CROSS REFS.: JG, Student Discipline  
JGA, Corporal Punishment  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion

## BUILDINGS AND GROUNDS MAINTENANCE

The Board recognizes that the fixed assets of this District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance is preventive.

The Board authorizes the development of short- and long-term maintenance schedules to ensure a uniform plan in keeping the buildings and facilities in good condition.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REF.: OAC 3301-35-06

## CUSTODIAL SERVICES

The Board recognizes that the health and physical well-being of the students of this District depend in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

Each school is inspected for cleanliness and sanitation by the principal not less than twice each year.

The Superintendent prepares, in consultation with the school medical inspector, procedures for the handling and disposal of bodily wastes and fluids. Such procedures include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine or feces; the disinfecting of surfaces and items in contact with such matter; the disposal of such matter in sealed containers and the frequent and thorough cleansing of hands and any other body parts that contact such matter.

The Superintendent develops and supervises a program for the cleanliness and sanitary management of the school buildings, school grounds and school equipment pursuant to law and the rules of the Washington County Department of Health. The cleanliness of each school building is the responsibility of the principal.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3707.03; 3707.26  
OAC 3301-35-03

## ENERGY CONSERVATION

Measures should be taken to conserve energy in order to protect natural resources and to minimize the District's expenditures for costs of energy consumption. The Superintendent, supported by the school staff, develops and implements operating procedures to reduce energy consumption in the schools. The Board also directs the Superintendent and the staff to continually assess the consumption of energy and make recommendations for improved use of energy resources.

One major component of the District's energy management plan is periodic building energy audits which may take into consideration the:

1. type of construction of the building;
2. mechanical systems (heating, cooling, ventilation);
3. lighting and use of glass;
4. use of the building (during the day, after school, evenings or weekends);
5. utility bills or measurement of fuel consumed;
6. local weather;
7. age of the building;
8. floor space and
9. condition of insulation.

The Board may approve the purchase and installation of energy conservation measures via shared savings and/or installment contracts. The Board may dispense with competitive bidding in awarding such contracts in accordance with law.

[Adoption date: April 19, 2011]

LEGAL REFS.: ORC 133.06(G)  
3313.372; 3313.373; 3313.46(B)(3)

CROSS REFS.: DJC, Bidding Requirements  
FL, Retirement of Facilities

## INTEGRATED PEST MANAGEMENT

The Board is committed to providing students with a safe learning environment free of pests, pesticides and other harmful chemicals through adoption of an integrated pest management policy. The goals of the District's integrated pest management (IPM) program are to:

1. provide the healthiest learning environment possible by preventing unnecessary exposure of children and staff to toxic pesticides;
2. promote safer alternatives to chemical pesticides while preventing economic and health damage caused by pests;
3. ensure that clear and accurate notification concerning the use of pesticides is given so that measures may be taken to prevent and address pest problems effectively without endangering the health of those within the school building and
4. reduce the need for reliance on chemical pesticides.

The Board directs the administration to develop regulations that detail cost-effective strategies that reduce the use of pesticides that pose health risks to students and staff. The regulations must include procedures for the identification of pests and conditions that attract pests, prevention and monitoring techniques, education and training, approved least toxic chemical use and prenotification of chemical use.

Parents of minor students, adult students and staff enrolled or employed at the school may request to receive prior notification of scheduled service visits by pesticide businesses in which pesticide may be applied, or of scheduled pesticide applications by licensed school employees.

In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential exposure to students and staff.

[Adoption date: April 19, 2011]

[Re-adoption date: April 17, 2014]

LEGAL REFS.: Public Employment Risk Reduction Program; ORC 4167.01 et seq.  
ORC 921.01; 921.06; 921.16; 921.18  
OAC 901: 5-11 AND 5-11-15

CROSS REFS.: EB, Safety Program  
EBAA, Reporting of Hazards  
EBBC, Bloodborne Pathogens  
EBC, Emergency/Safety Plans  
GBE, Staff Health and Safety

## INTEGRATED PEST MANAGEMENT (Site Plan)

The District's Integrated Pest Management (IPM) program applies to school personnel involved in developing and implementing IPM activities for non-agricultural uses. Persons responsible for developing and implementing IPM activities shall:

### Comprehensive Site Assessment

Conduct a comprehensive site assessment that identifies the:

1. conditions producing or that could produce the pest problem, including pest entry spots;
2. type and extent of pest activity, which may be determined through the use of monitoring devices and
3. potential impacts of pests on humans, domestic animals and the environment.

### Service Plan Determination

Determine, in conjunction with the entity contracted with for pest management services:

1. measures that aid in long term prevention, elimination or control of pests;
2. priorities for pest control and elimination;
3. whether chemical control is necessary to prevent, eliminate or control pests and
4. the most effective measures, application products and methods to control pests while minimizing exposure to humans, domestic animals and the environment.

### Ongoing Monitoring and Assessment

Establish with the entity contracted with for pest management services, a strategy, schedule and specific recommendations for ongoing site monitoring and assessment to resolve short and long term control or elimination of pest problems.

Evaluation and Re-assessment

Evaluate the results of implementing the IPM activity in accordance with the time frame agreed upon with the contracted entity for pest management services. The evaluation includes re-assessment of the site and considers whether:

1. correction of conditions was completed and effective;
2. methods used to prevent, control or eliminate pests at the site were effective;
3. risks of exposure to humans, domestic animals and the environment were sufficiently minimized and
4. other measures, products or methods should be chosen for future pest management and control.

(Approval date: April 19, 2011)

INTEGRATED PEST MANAGEMENT  
(Use of Pesticides)

The following guidelines are used by District staff and contractors when pesticides or alternative pest-control products are used.

Pesticide Use When School is Not in Session

Pesticides will be applied on or in classroom buildings only if they are applied for the longer of four hours or the minimum time specified on the pesticide's label:

1. prior to the beginning of the school day;
2. after the school day has concluded or
3. when school is not in session under the school calendar established by the Board.

Pesticide Use When School is in Session

Pesticides will only be applied on or in classroom buildings when school is in session provided that:

1. persons other than the applicator and necessary school staff are not scheduled to be in the treatment area during treatment, and for the longer of four hours or the minimum time specified on the pesticide's label, as measured from the time the pesticide application is complete and
2. the entrance to the area where the pesticide is applied is posted with a sign including the following:
  - A. the sign shall measure at least eight and one half inches by 11 inches and
  - B. the sign is printed with letters at least 1 inch in height stating: "Pesticide Treatment Area. Do not enter before (date and time when re-entry is permitted)."

Exempted Pesticides

The pesticide being used is one of the following and is applied in strict accordance with the label instructions:

1. manufactured paste or gel balls;

2. paraffin-based rodent control product placed in industry-identified, tamper-resistant bait stations;
3. termite baiting stations;
4. rodenticides placed in wall voids or other areas that are inaccessible to humans and domestic animals;
5. disinfectants, sanitizers, germicides and anti-microbial agents or
6. dusts used in unoccupied areas of the structure.

### Pesticide Documentation

Except for the exempt pesticides, if one of the above conditions is met, the following information is provided to the school's contact person for pesticide applications as soon as practicable following the application:

1. date and time pesticide was applied;
2. treatment area;
3. target pests;
4. brand name and EPA registration number of pesticide applied and
5. if applied under the rules for application when school is in session, the time or conditions for re-entering the treatment area as specified by the label, if specified.

### Prior Notification

The District will develop a plan where parents or guardians of minor students, adult students, faculty and staff who are enrolled or employed may request and receive prior notifications of scheduled service visits by businesses in which pesticides may be applied or scheduled pesticide applications by licensed school employees.

The District's plan for prior notification includes:

1. the method of notification as determined by the school, which may include but not be limited to email and listserv methods and
2. if special circumstances prevent prior notification, notification will be made as soon as possible and the notice shall explain the reasons why advance notice was not provided.

Exempt pesticides need not comply with the notice requirements.

District Contact, Records and Documentation

The District designates an employee as contact person for pesticide application. The District maintains records and documentation of pesticide applications for inspection during normal school hours.

1. Records provided to the designated contact person are maintained for one year after application.
2. Documentation that the requested notifications were made in compliance with the IPM plan is also maintained.

(Approval date: April 19, 2011)

## AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The Board believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the schools.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent and only when such equipment is unobtainable elsewhere.

The user of District-owned equipment is fully liable for any damage or loss occurring to the equipment during the period of its use and is responsible for its safe return.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal.

Removal of school equipment from school property for personal use by staff or students is prohibited.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

## COMPUTER/ON-LINE SERVICES

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal Law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. accessing and/or viewing inappropriate material;
8. downloading of freeware or shareware programs and
9. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that

neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

[Re-adoption date: March 29, 2012]

[Re-adoption date: June 23, 2014]

LEGAL REFS.: U.S. Const. Art. I, Section 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

Children's Internet Protection Act; 47 USC 254 (h)(5)(6)(iii) (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 3313.20  
3319.321

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
GBCB, Staff Conduct  
GBH, Staff-Student Relations (Also JM)  
IB, Academic Freedom  
IIA, Instructional Materials  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
Staff Handbooks  
Student Handbooks

COMPUTER/ON-LINE SERVICES  
(Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

(Approval date: March 26, 2001)

(Re-approval date: August 22, 2005)

(Re-approval date: April 19, 2011)

(Re-approval date: June 23, 2014)

## BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM

The District recognizes the importance of technology and the educational benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with district instructional objectives, and with approval of the building principal.

All personal electronic devices must be used in a responsible and legal manner. Students using their own devices are subject to the District Acceptable Use Policy and guidelines, Board approved BYOT guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and/or disciplinary action as appropriate.

The following personal electronic devices are approved:

1. Laptop computers
2. Tablet PCs
3. iPads
4. E-readers

Students at the middle school and high school levels are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher.

Students using their own electronic devices may access only the wireless Internet provided by the District. The District provided Internet access is filtered in compliance with the Children's Internet Protection Act. Internet access from outside sources allowing for 3G or 4G access is not permitted on school grounds in order to promote safe, filtered Internet access.

BYOT activities are implemented at the discretion of classroom teachers and building administrators. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district-owned digital device.

Violations of any board policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with board policies.

[1<sup>st</sup> Reading: June 20, 2013]

[Adoption date: July 18, 2013]

LEGAL REFS: U.S. Const. Art. I, Section 8  
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-  
554, HR 4577, 2000, 114 Stat 2763)  
ORC 3313.20  
3319.321

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
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EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
GBCB, Staff Conduct  
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IB, Academic Freedom  
IIA, Instructional Materials  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating  
Violence)  
JFCK, Use of Electronic Communications Equipment by Students  
JFG, Interrogations and Searches  
Staff Handbooks  
Student Handbooks

## STUDENT TRANSPORTATION SERVICES

The transportation policies of the Board are aimed at providing a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that the transportation schedule serve the best interests of all students and the District.

In addition to that required by law, the Board provides school bus transportation to all elementary and secondary school students to the extent determined by the administration and approved by the Board. This may vary because of safety conditions that prevail in certain areas of the District. All regulations governing student transportation are in accordance with the "Ohio School Bus Operation Regulations" issued by the Ohio Department of Education, Ohio State Highway Patrol and the Ohio Department of Highway Safety and as required by State law.

The District operates its own fleet of school buses. If it is impractical to transport certain students by regular bus, they may be transported by other means.

The transportation program is under the direction of the transportation supervisor who is responsible to the Superintendent.

### Private School Transportation

The District provides transportation for students who attend community, STEM and private schools in compliance with Ohio law. The Board has the authority to make payment to the parents of such students in lieu of transportation if the parents qualify to receive payments under State law.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3317.07  
3327.01 through 3327.10  
4511.76 through 4511.78  
OAC 3301-83

CROSS REFS.: EA, Support Services Goals  
EEAA, Walkers and Riders

## WALKERS AND RIDERS

The Board provides transportation for resident elementary students, kindergarten through grade 8, who live more than two miles from school and for all students with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional.

Accordingly, the administration designates and the Board approves areas of residence from which students are provided transportation to schools.

The Board may create exceptions to the established areas when:

1. in the judgment of the Board, walking conditions to the student's school are extremely hazardous and/or
2. because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.

The Board authorizes the staff responsible for administering the student transportation program to require student identification as a prerequisite to riding a school bus when this is deemed necessary.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3327.01; 3327.011  
OAC 3301-51-10

CROSS REF.: EEA, Student Transportation Services

## SCHOOL BUS SAFETY PROGRAM

The primary consideration in all matters pertaining to transportation is the safety and welfare of student riders. Safety precautions shall include the following.

1. The transportation program meets all state requirements regarding the approval of bus drivers, standards for buses and safe speeds.
2. Drivers of Board owned, leased, contracted, or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.
3. Special limits are set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
4. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup.
5. Emergency evacuation drills are conducted regularly throughout the school year to thoroughly acquaint student riders with procedures in emergency conditions.
6. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
7. Students in the primary grades are given instruction on school bus safety and behavior within the first two weeks of the school year.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 28, 2009]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3327.09; 3327.10  
4511.75; 4511.76; 4511.761; 4511.762 through 4511.78  
OAC 3301-51-10  
3301-83

CROSS REFS.: EB, Safety Program  
EEA, Student Transportation Services  
EEACCA, Video Cameras on Transportation Vehicles  
EEACE, School Bus Idling  
GBQ, Criminal Records Check

## STUDENT CONDUCT ON SCHOOL BUSES

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administration's decision is final.

The Board's policy regarding bus riding privileges must be posted in a central location and made available to students upon request.

After Board approval, regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 28, 2009]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3327.01; 3327.014  
OAC 3301-83-08

CROSS REFS.: EEACCA, Video Cameras on Transportation Vehicles  
JGA, Corporal Punishment  
JGD, Student Suspension  
JGE, Student Expulsion  
Student Handbooks

## VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize video cameras on all school vehicles transporting students to and from curricular and extracurricular activities.

The video cameras monitor student behavior and the recordings are hereby stipulated as admissible evidence in student disciplinary proceedings. The videotapes may be student records subject to confidentiality and are subject to Board policy and administrative regulations.

The Superintendent is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and this policy.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
ORC 149.43  
3313.20; 3313.47; 3313.66  
3319.321  
3327.014

CROSS REFS.: EEAC, School Bus Safety Program  
EEACC, Student Conduct on School Buses  
JO, Student Records

DRUG TESTING FOR DISTRICT PERSONNEL REQUIRED  
TO HOLD A COMMERCIAL DRIVER'S LICENSE

School bus drivers and others required to hold a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations. The Board directs the Superintendent to develop a school bus driver drug testing program in compliance with Federal and Ohio laws and regulations.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: 49 USC 31136; 31301 et seq.  
49 CFR, Subtitle A, Part 40  
OAC 3301-83-07

CROSS REFS.: EB, Safety Program  
EEAD, School Bus Safety Program  
GBCB, Staff Conduct  
GBE, Staff Health and Safety  
GBP, Drug-Free Workplace  
GBQ, Criminal Record Check  
Staff Handbooks

## DRUG TESTING FOR DISTRICT PERSONNEL REQUIRED TO HOLD A COMMERCIAL DRIVER'S LICENSE

School bus drivers and others required to hold a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations.

The regulations reflect several requirements of the federal drug testing regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing. District personnel must adhere to the detailed provisions of federal regulations in administering the District's drug and alcohol program.

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning. Drugs refer to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines).

### Pre-Employment Tests

A controlled substances test is administered before a driver performs any safety-sensitive functions for the District.

The test is required of an applicant only after he/she has been offered employment. Employment is conditional upon the applicant's receiving a negative drug test result.

An employee also may be exempt from the pre-employment drug test if he/she has participated in a drug testing program within 30 days prior to the application for employment and while participating in that program either was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that the responsible administrator has been able to make all verifications required by law.

### Post-Accident Tests

Alcohol and controlled substance tests are conducted in the time limits imposed by the federal regulations after an accident on any driver who:

1. was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life and/or
2. received a citation under State or local law for a moving-traffic violation arising from the accident.

No driver involved in an accident may use alcohol for eight hours after the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours after the accident, the responsible administrator prepares and maintains records explaining why the test was not conducted.

Tests conducted by authorized federal, state or local officials fulfill post-accident testing requirements, provided they conform to applicable legal requirements and are obtained by the responsible administrator. Breath tests validate only the alcohol test and cannot be used to fulfill controlled-substance testing obligations.

Before any driver operates a commercial motor vehicle, the District provides him/her with post-accident procedures that make it possible to comply with post-accident testing requirements.

#### Random Tests

Tests are conducted on a random basis at unannounced times throughout the year. Random tests for alcohol are conducted just before, during or just after the performance of safety-sensitive functions. Random tests for drugs do not have to be conducted in immediate time proximity to performing safety-sensitive functions. Once notified of selection for drug testing, a driver must proceed to a collection site to provide a urine specimen.

Drivers are selected by a scientifically valid random process, and each driver has an equal chance of being tested each time selections are made. The number of bus drivers selected for random testing is in accordance with federal regulations.

#### Reasonable Suspicion Tests

Tests must be conducted when a properly trained supervisor or District official has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the workday when the driver must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the appropriate administrator prepares and maintains a record explaining why this was not done. Attempts to conduct alcohol tests terminate after eight hours.

An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A supervisor or District official who makes a finding of reasonable suspicion must also make a written record of his/her observations leading to a reasonable-suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

### Return-to-Duty Tests

A drug or alcohol test is conducted when a driver who has violated the drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol may not return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

### Follow-Up Tests

A driver who violates the drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem is subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing is conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

### Records

Employee drug and alcohol test results and records are maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver receives copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records are made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

### Notifications

Each driver receives educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the policy and regulations for meeting these requirements. Representatives of employee organizations are notified of the availability of this information. The information identifies:

1. the person designated by the Board to answer driver questions about the materials;
2. categories of drivers who are subject to the drug and alcohol testing requirements;

3. sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required;
4. specific information concerning driver conduct that is prohibited;
5. circumstances under which a driver is tested for drugs and/or alcohol;
6. procedures that are used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. consequences for drivers found to have violated the drug and alcohol prohibitions, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 and
11. information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem; and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

Each driver must sign a statement certifying that he/she has received a copy of the above materials.

The Board-designated administrator notifies a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The Board designee notifies a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The designee also tells the driver which controlled substances were verified as positive.

Drivers inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the

physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

### Enforcement

Any driver who refuses to submit to post-accident, random, reasonable-suspicion or follow-up tests is not allowed to perform or continue to perform safety-sensitive functions.

A driver who in any other way violates District prohibitions related to drugs and alcohol receives from the Board designee the names, addresses and telephone numbers of substance-abuse professionals and counseling and treatment programs available to evaluate and resolve drug- and alcohol-related problems. The employee is evaluated by a substance abuse professional who determines what help, if any, the driver needs in resolving such a problem.

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person or organization in which he/she has a financial interest, except under circumstances allowed by law.

Before the driver is returned to safety-sensitive duties, if at all, the Board designee must ensure that the employee:

1. has been evaluated by a substance abuse professional;
2. has complied with any recommended treatment;
3. has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02 and
4. is subject to unannounced follow-up drug and alcohol tests. (The number and frequency of such follow-up testing is as directed by the substance abuse professional and consists of at least six tests in the first 12 months following the driver's return to duty.)

(Approval date: March 26, 2001)

(Re-approval date: August 22, 2005)

(Re-approval date: April 19, 2011)

## SCHOOL BUS IDLING

The Board is committed to transporting students on school buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that accumulated emissions from school buses can be harmful to students and bus drivers. Also, unnecessary bus idling wastes fuel and financial resources. Therefore, the Board prohibits all unnecessary school bus idling. In addition, the Board prohibits the warming up of buses for longer than 10 minutes, except in extraordinary circumstances.

Diesel engine idling in excess of five minutes in school loading zones is not permitted unless the operation of a wheelchair lift is required.

This policy applies to all buses used to transport students to and from school, co-curricular/extracurricular activities, field trips, and other school-related activities.

The Board directs the Superintendent/designee to develop and maintain regulations to implement this policy.

[Adoption date: June 27, 2006]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3327.01  
4511.76  
OAC 3301-83-20 (O)

CROSS REFS.: EEAC, School Bus Safety Program  
Staff Handbooks

## SPECIAL USE OF SCHOOL BUSES

Buses owned by the Board are used primarily for the purpose of transporting students and school personnel for school-approved activities. They are available to all classes, groups or organizations within the schools in accordance with the following:

1. The use of District-owned buses is scheduled through the transportation office.
2. Fees for the use of the buses are established and made part of the District regulations.
3. The drivers of the buses must possess valid commercial drivers' licenses as required by law.
4. The drivers of the buses ensure that the buses are not overloaded, that students conduct themselves in a safe and orderly manner while in the buses and that the buses are operated in a safe and lawful manner.
5. The drivers of the buses are responsible for reporting in writing to the transportation office the condition of buses, particularly any need for repair or servicing.

### Approved Non-Routine Use of School Buses

The "non-routine use of school buses" is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school. School buses may be used for non-routine trips only when the trips don't interfere with routine transportation services, such as:

1. trips that are extensions of the instructional program as determined by the District or county board of mental retardation and developmental disabilities administration;
2. trips for the transportation of enrolled students directly participating in school-sponsored events. A "school-sponsored event" is defined as any activity in which students are participating and are under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent;
3. transporting of students taking part in summer recreation programs when such programs are sponsored by a recreation commission and there is an agreement between the Board and the recreation commission;
4. trips for transportation of the aged when contracted with a municipal corporation or a public or nonprofit private agency or organization delivering services to the aged;

5. trips for transportation of students and/or adults as approved by the Board to and from events within the local community which are school or local community sponsored (such events are open to the public);
6. emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services;
7. a civil emergency as declared by the governor;
8. transporting school employees engaged in approved employee improvement programs
9. transportation coordination, to participate with local human service providers, in transporting welfare reform participants and those participating in temporary assistance programs.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3327.01; 3327.05; 3327.10; 3327.13; 3327.14; 3327.15  
OAC 3301-83-16

CROSS REFS.: EEACD, Drug Testing for District Personnel Required to Hold a  
Commercial Driver's License  
GBQ, Criminal Record Check  
IICA, Field Trips

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus transportation is provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If the need arises, transportation by private vehicles is permitted only if previously approved by the appropriate administrator.

If it is necessary to use private vehicles, evidence must be presented to the appropriate administrator that the vehicle and driver are covered for liability, medical payments, physical damage and uninsured motorist liability. The Board maintains excess insurance through a nonownership liability endorsement to its bus fleet insurance policy covering all private vehicles used for transportation to and from student activities. This excess insurance provides compensation for injury or death to any student or authorized passenger caused by any accident arising out of or in connection with the operation of a private vehicle transporting students and other authorized passengers. The amounts and terms must be agreed upon by the Board and the insurance company.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

## USE OF SCHOOL-OWNED VEHICLES

Automobiles, trucks and other motor vehicles owned by the Board are used for purposes approved by the Superintendent, such as:

1. the promotion and supervision of schools;
2. economy and efficiency in transportation needs and
3. other needs complementary to the operational, maintenance and educational programs.

Out-of-state trips require prior Board approval.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS: ORC 121.07  
125.832  
4513.263; 4513.264  
OAC 3301-83-20(M)

CROSS REFS: GBE, Staff Health and Safety  
GBP, Drug-Free Workplace  
Staff Handbooks

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

## FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs.

The food service staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. breakfast and a "Type A" lunch are made available to students, provided at least one-third of the students are eligible under Federal law for free meals;
2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;
3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards;
5. the management of food services shall comply with all federal, state and local regulations and
6. a summer meal program is provided to students attending a state-mandated summer remedial program.

All students are expected to eat lunch at school and shall not leave school grounds during the lunch hour, except as permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law will be provided reasonable accommodation.

[Adoption date: March 26, 2001]  
[Re-adoption date: August 22, 2005]  
[Re-adoption date: June 27, 2006]  
[Re-adoption date: April 19, 2011]  
[Re-adoption date: February 19, 2015]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et  
seq.  
Rehabilitation Act of 1973; 29 USC 794  
ORC 3313.719; 3313.81; 3313.812; 3313.813; 3313.815  
3314.18  
OAC 3301-91-01 through 3301-91-09

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability  
EA, Support Service Goals  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
EFH, Food Allergies  
JHCD, Administering Medicines to Students

## VENDING MACHINES

It is the policy of the Board that faculty members in each school building of the District are permitted to maintain vending machines in the teachers' lounge.

One teacher in each building is designated by the staff to be responsible for said machine and the money therefrom. Private and public funds are not to be commingled. Profits from the machine may be disposed of as the majority of the faculty of each building desires.

Students are not permitted to use faculty vending machines.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REF.: ORC 3313.814

## FOOD SALE STANDARDS

Through its food service program, the Board has a responsibility to encourage students to form healthful eating habits by governing the types of food sold in the schools and the time and place at which each type of food and beverage is sold. These standards are based on the following guidelines.

1. The types of food sold in the schools are determined as to their potential to contribute significantly to the:
  - A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture (USDA);
  - B. provisions of the District's student wellness program and
  - C. nutritional guidelines established by State law.
2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan.
  - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and
  - B. specifying the time and place each type of food or beverages may be sold.
3. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. The following restrictions should be enforced:
  - A. Foods or beverages which do not meet the nutritional standards established by the District in accordance with USDA regulations may not be sold the school day. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.
  - B. Bake sales and other school fundraising activities, involving food items may not be held during the school lunch program day.
4. Annually, the food service supervisor reviews and recommends to the Board the types of foods to be sold as part of the school lunch program.

Separate standards may be established for the types of food to be sold to staff members and for events and activities held outside the school day.

[Adoption date: March 26, 2001]  
[Re-adoption date: August 22, 2005]  
[Re-adoption date: June 17, 2010]  
[Re-adoption date: April 19, 2011]  
[Re-adoption date: January 19, 2012]  
[Re-adoption date: March 29, 2012]  
[Re-adoption date: September 18, 2014]  
[Re-adoption date: February 19, 2015]

LEGAL REFS.: ORC 3313.814; 3313.816; 3313.817  
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management  
EFG, Student Wellness Program  
IGDF, Student Fundraising Activities

## STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program.

The student wellness program:

1. includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. includes nutrition guidelines for all foods available in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and the public.

[Adoption date: December 19, 2006]

[Re-adoption date: April 19, 2011]

[Re-adoption date: February 19, 2015]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
7 CFR, Subtitle B, Chapter 11, Part 210  
7 CFR 220  
7 CFR 225  
7 CFR 245  
ORC 3313.814  
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFF, Food Sale Standards  
IGAE, Health Education  
IGAF, Physical Education

## STUDENT WELLNESS PROGRAM

The intent of this Wellness Plan is to comply with federal and local policy requirements and develop our policy with collaborative efforts of parents, students, school building representatives, school food services, and school administrators.

Schools play an important role in the development of healthy eating patterns by providing nutritious meals and snacks through the schools' meal programs. By supporting the development of good eating habits, and by promoting increased physical activity both in and out of school we can positively influence children to make lifelong healthy choices.

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. The Fort Frye School District shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity.

It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote support and model such healthy behaviors and habits.

### Nutrition Education

Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria of each school.

Health curricula will include instruction on the benefits of regular physical activity and the role physical activity plays in preventing chronic diseases and maintaining a healthy weight.

Schools may use foods or beverages as rewards for academic performance or good behavior sparingly.

Schools may not withhold food or beverages as a punishment.

The schools may provide kindergarten through sixth grade with a Fitness Night or nutrition information clinic with parent involvement; serving healthy snacks and promoting exercise.

Provision of carbohydrate counts for fast food and school prepared meals will be posted at each school to promote healthier choices from school menu.

### Physical Activity

All students in grades kindergarten through sixth grade, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs) shall receive instruction in physical education thirty minutes per day on a rotating schedule for the entire school year.

All students kindergarten through sixth grade shall be provided with a daily recess period at least one time (30 minutes in duration) per day.

Seventh grade physical education curriculum will include 90 days of instruction for a minimum of 50 consecutive minutes each.

Eighth through twelfth grade physical education curriculum will include 120 hours of instruction for a minimum of 40 consecutive minutes each.

After a student has met their 120 hours of physical education requirement for graduation they may electively choose to take advanced physical education that includes individualized training and/or weight lifting.

Each school may participate in the activity of *Jump Rope For Heart* and *Relay For Life* to raise awareness for the importance of healthy nutrition and exercise.

#### Other School-Based Activity

The Elementary schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas, i.e. birthday lunch, Grandparents Day, Lunch Bunch, teacher luncheon, etc.

Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets. Food service personnel and the teachers of students K-6 will be notified of their food allergies.

#### Nutrition Guidelines For All Foods available On Campus During The School Day

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

All food service head cooks shall receive pre-service training in food service operations.

Vending machines offering foods or beverages that do not meet the nutritional standards established by the District may not be available during school hours to elementary students and will provide healthy choices including water and juices.

The Board operates a food service program in its schools for breakfast and lunch. Food is prepared on site for elementary, intermediate and secondary schools.

All students are expected to eat lunch at school and may not leave school grounds during the

lunch hour, except as permission has been granted by the parents and the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee in each school building, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver.

Fruits and vegetables will be provided daily at the grade schools participating in the Fruit and Vegetable Grant.

### Students With Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District.

Substitutions to regular school meals provided by the District will be made for students who are unable to eat such meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Such meals will be provided in the most integrated setting appropriate to the special needs of the student.

### Safety Standards

Each school shall maintain a "To Go Bag" for emergency use only. This bag shall include:

1. vital student, staff and building information;
2. records to initiate student accountability;
3. quick access to building emergency procedures;
4. critical health information and first aid supplies and
5. communication equipment.

Each staff member must attend orientation that includes Blood Born Pathogens, First Aid and Hazardous Waste Disposal.

Students may have the opportunity to attend Safetytown prior to school entry. Safety information may be reinforced through elementary school curricula and through community safety days at the school buildings.

Video cameras may be activated and monitored at school where available.

Traffic management for students and staff will be maintained by crossing guards, closely parked buses and directional signs as appropriate for location of school.

Automatic Emergency Defibrillator (AED) machines will be provided for each school. Health screenings and hygiene programs will be implemented by medical personnel. This will include, but not be limited to hearing, vision, swish program, scoliosis checks, dental sealant, maturation information and lice checks.

Community Involvement Established for crisis intervention includes but is not limited to:

1. Sponeys IGA – for emergency supplies, canned goods, water, etc.
2. B and W Pharmacy – for emergency prescriptions and supplies
3. Beverly, Lowell Area, and Salem Township Volunteer Fire Departments – for emergency on site response
4. Beverly and Lowell Police Departments and the Washington County Sheriff's office– for emergency on site response

### Development and Evaluation

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, health and gym instructors, the board and the public. This shall be named the Wellness Committee.

The Board designates the building principals as the individuals charged with operational responsibility for reporting to the Wellness Committee.

The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Wellness Committee will report quarterly the status of compliance with this policy and the progress toward achieving the goals to the Superintendent.

Review of this policy shall occur every year, and may be visited periodically for further health implementation recommendations. The committee shall provide the Board with any recommended changes to the policy.

The schools may send home nutritional information and shall invite parents to attend each wellness meeting through the (Parent Teacher Organizations) PTO, and the “Cadet Communicator”.

(Approval date: December 19, 2006)

(Re-approval date: April 19, 2011)

## STUDENT WELLNESS PROGRAM

These guidelines for Food and Beverages offered to students at Fort Frye Local Schools limiting the availability and amount of foods that are of minimal nutritional value.

### Celebrations held during school hours (parties, celebrations, receptions, festivals, field days, etc.)

Schools will limit celebrations that involve food during the school day to monthly. Class parties will include food and/or beverages that meet nutrition standards for foods served at the school. The district will disseminate a list of healthy party ideas to parents, students, and teachers.

### School functions after school hours (dances, festivals, sporting events, etc.)

Healthy food choice options should be made available to students. Foods and beverages sold at school-sponsored events may include healthy choices of foods and beverages.

Food Guidelines: Sugar should not be the first ingredient on any food item sold. Individually, foods will have not more than 10% of its calories from saturated fat (excluding nuts, seeds, peanut butter, and other nut butters). Limit sugar content to no more than 35% of calories by weight less than 6 grams from sugar per serving (not including fruits, vegetables and 100% juices). Desserts may be included in school lunches as an option once a week at cooks' discretion.

1. Chips, cereals, crackers, baked goods, and other snack items to include no more than 230 mg of sodium per serving
2. Pastas, meats and soups will contain 480 mg of sodium per serving or less.
3. Meat and meat substitutes: no greater than 3 ounces with 5 grams of fat per ounce or less.
4. Grains: Grain-based foods should contain at least 2 grams of fiber per 1 ounce serving.
5. One half of all grains served should be whole grain.
6. Low-fat dips and sauces on the side may be served in small portions to make foods more appealing. Salad dressing that contain no more than 6-12 grams of fat.

A choice of at least two fruits and/or non-fried vegetables will be offered for sale at all school locations. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes will be limited to two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items; Portion sizes of foods and beverages sold individually to those listed below: four ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream; eight ounces for non-frozen yogurt; the portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals.

Vending machines with food and beverages will not be available in elementary schools during school hours. All food and beverages in school vending machines, and sold during school hours, must meet the Standards for Food and Beverages within this document.

Fundraising Activities. To support children's health and school nutrition-education efforts, school fundraising activities will not include food of low nutritional value as a fundraiser item. Schools will encourage fundraising activities that promote physical activity.

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The district will provide a list of healthful snack items to teachers, after-school program personnel, students and parents.

Rewards. Schools will not use foods or beverages, with low nutritional value as a reward for students. Especially those that do not meet the nutrition standards for foods and beverages set by school policy, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Punishments. Opportunities to participate in physical activity shall not be taken away as a means of punishment, nor shall severe and inappropriate exercise be used as a form of punishment. Provision of a daily recess period, which cannot be removed as a form of punishment exceeding 15 minutes.

The School Health Advisory Council shall contain, at the minimum, a school board member, a school administrator, a school food authority representative, parent or guardian, a student, a local health department representative, a member of the public, and a health educator, staff wellness, and mental and social health.

(Approval date: September 23, 2008)

(Re-approval date: April 19, 2011)

## FOOD ALLERGIES

The purpose of this policy is to establish a safe environment for students with food allergies and to support parents regarding food allergy management. In accordance with State law, it is the policy of the Board to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.

The Board takes food allergies seriously and understands that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, the District administration is committed to minimizing risks and providing a safe educational environment for food-allergic students. Students with dietary needs that qualify as disabilities under State and Federal law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The administration consults with parents, school nurses and other school employees, school volunteers, students and community members to gather information for the development and implementation of a food allergy plan. The plan includes, but is not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

[Adoption date: April 19, 2011]

LEGAL REFS.: Child Nutrition Act of 1966; 42 USC 1771 et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et  
seq.  
Rehabilitation Act of 1973, 29 USC 794  
ORC 3313.719; 3313.81; 3313.812; 3313.813  
3314.03  
3326.11  
OAC 3301-91-01 through 3301-91-08

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability  
EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
IGBA, Programs for Students with Disabilities  
JHCD, Administering Medicines to Students

## COPYRIGHT

The Board conforms to existing United States copyright laws and maintains the highest ethical standards in the use of copyrighted materials for instructional purposes.

The Board encourages its staff to enrich the learning programs by making proper use of supplementary materials. It is the responsibility of the staff to abide by the copying procedures and obey the requirements of the law. Under no circumstances may employees of the District violate copyright requirements in order to perform their duties properly. The Board is not responsible for any violations of the Copyright Act by its employees.

Public Law 94-533, The Copyright Act, affects all employees because it sets guidelines regarding the duplication and use of all copyrighted materials – print, nonprint, music, computer software and others. The Superintendent is responsible for disseminating the guidelines for duplication and use of copyrighted materials to all employees.

Any employee who is uncertain as to whether the reproducing or use of copyrighted materials complies with the procedures or is permissible under law shall contact the Superintendent/designee.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: U.S. Const. Art. I, Section 8  
Copyright Act, 17 USC 101 et seq.

## COPYRIGHT

### Guidelines for Use of Copyrighted Materials

1. Fair use
  - A. The fair use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:
    - 1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
    - 2) the nature of copyrighted work;
    - 3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole and
    - 4) the effect of the use upon the potential market for or value of the copyrighted work.
2. Single copying for teachers
  - A. A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class.
    - 1) a chapter from a book
    - 2) an article from a periodical or newspaper
    - 3) a short story, short essay or short poem, whether or not from a collective work
    - 4) a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper
3. Multiple copies for classroom use
  - A. Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
    - 1) the copying meets the test of brevity and spontaneity as defined below;
    - 2) it meets the cumulative effect test as defined below and
    - 3) each copy includes a notice of copyright.

a. Brevity

Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words

Prose: (a) Either a complete article, story or essay of less than 2,500 words or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words

(Each of the numerical limits stated in “poetry” and “prose” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue

“Special” works: Certain works in poetry, prose or in a “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.

Paragraph two above (Prose), notwithstanding such “special works,” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work, and containing not more than 10% of the words found in the text thereof, may be reproduced.

b. Spontaneity

The copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

c. Cumulative effect

The copying of the material is for only one course in the school in which copies are made.

Not more than one short poem, article, story or essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

(The limitations stated in the last two paragraphs above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

Prohibitions as to 347.7111 (Single copying for teachers) and 347.7112 (Multiple copies for classroom use) are applicable.

4. Notwithstanding any of the above, the following shall be prohibited.
  - A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitutions may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
  - B. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and similar consumable material.
  - C. Copying shall not:
    - 1) substitute for the purchase of books, publishers’ reprints or periodicals;
    - 2) be directed by higher authority or
    - 3) be repeated with respect to the same item by the same teacher from term to term.
  - D. No charge shall be made to the student beyond the actual cost of the photocopying.

#### Guidelines for Educational Uses of Music

1. Permissible uses
  - A. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.
  - B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or area, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.

- C. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
  - D. A single copy of recordings of performances by students may be retained by the educational institution or individual teacher.
  - E. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)
2. Prohibitions
- A. Copying to create or replace or substitute for anthologies, compilations or collective works.
  - B. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and similar material
  - C. Copying for the purpose of performance, except as in 347.721-A above
  - D. Copying for the purpose of substituting for the purchase of music, except as in 347.721-A and -B above
  - E. Copying without inclusion of the copyright notice which appears on the printed copy

Authorized Reproduction and Use of Copyrighted Audio-Visual Material

1. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures or videotaping commercial television broadcasts, personnel shall consult with the principal to determine whether the proposed action complies with the “fair use” principles of the Copyright Law.
2. School recordings may be made of certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.

- A. The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
- B. Recordings may be used in classroom or instructional settings as an educational activity or at a PTA Meeting, Board Meeting or similar activity.
- C. Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.
- D. Recordings made from those evening programs, which may be copied, shall be retained for no more than seven days following the telecast unless an extension is received in writing in advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.

#### Authorized Reproduction and Use of Copyrighted Materials in the Library

- 1. A library may make a single copy of unpublished work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- 2. A library may provide a single copy of copyrighted material at cost to a student or staff member.
  - A. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied.
  - B. The copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use subjects the person to liability for copyright infringement.
- 3. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in 347.7112-A and -B.

#### Copying Limitations

- 1. Circumstances arise when personnel are uncertain whether or not copying is prohibited. In those circumstances, the Superintendent shall be contacted. If the Superintendent is uncertain, he/she shall consult with the District's legal counsel.
- 2. The following prohibitions have been expressly stated in federal guidelines:

- A. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- B. Unless expressly permitted by agreement with the publisher and authorized by District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets or similar materials.
- C. Personnel shall not:
  - 1) use copies to substitute for the purchase of books, periodicals, music recordings or other copyrighted material, except as permitted by District procedure;
  - 2) copy or use the same items from term to term without the copyright owner's permission;
  - 3) copy or use more than nine instances of multiple copying of protected material in any one term;
  - 4) copy or use more than one short work or two excerpts from works of the same author in any one term or
  - 5) copy or use protected materials without including a notice of copyright. The following shall be a satisfactory notice:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY  
COPYRIGHT LAW

3. Personnel shall not reproduce or use copyrighted material at the direction of a District administrator without permission of the copyright owner.

### Computer Software Copyright

The Board recognizes that computer software piracy is a major problem for the industry and that violations of copyright laws contribute to higher costs and lessen incentives for publishers to develop effective educational software. Therefore, in an effort to discourage software piracy and to prevent such illegal activity, the District will take the following steps.

1. The ethical and practical implications of software copyright violations will be taught to all employees and students using District computer facilities and software.
2. Employees and students will be informed that they are expected to adhere to section 117 of the 1976 Copyright Act and all subsequent amendments governing the use of software.
3. Wherever possible, efforts will be made to secure software from being duplicated from floppy disks, hard drives or networked systems.
4. Illegal copies of copyrighted software shall not be made or used on District equipment.

5. District administrators shall be designated as the only individuals who may sign license agreements for educational software used on District computers.
6. Documentation of licenses for software used on District computers will be located at the site where the software is being used.

Unsupervised Copy Equipment

7. The following notice, in large type, shall be affixed to all District copying equipment (Xerox, Thermofax, audiotape recorder, videotape recorder and copy camera).

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

Library Copying for Students or Staff

1. The following notice, in large type, shall be posted prominently where the copies are made available to students or staff.

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL.

The following notice, in large type, shall be posted prominently where print copies are made available to students and/or staff.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

(Approval date: March 26, 2001)  
(Re-approval date: August 22, 2005)  
(Re-approval date: April 19, 2011)

## TELEPHONE SERVICES

District telephones are provided for official school use; however, in order to permit staff members to make necessary personal calls at a minimum inconvenience and loss of time, certain telephones may be used for personal calls. The staff members making such calls will be expected to pay any long distance or toll charges.

Students are not to use the school office telephones, except in cases of emergency.

Cellular telephones may be provided to certain staff members who have:

1. Administrative authority;
2. Supervision of students during field trips or
3. Supervision of students during athletic and other extracurricular activities, practices,  
or events that may meet away from District buildings.

The Board authorizes the Superintendent, his/her designee, and *Treasurer*, to develop administrative guidelines for the proper handling of use and charges.

### Use of Cell phones and 2-way Radios on Buses and School-Owned Vehicles

The Board restricts the use of cell phones on District school buses and school-owned vehicles.

There shall be no use of cell phones by the driver while operating a school bus or school owned vehicle, occupied or unoccupied, except in case of emergency, bus break down, or accident when 2-way radios are unavailable.

The Board has provided 2-way radios for emergency use by administration and bus drivers. These radios shall not be used for personal discussions and shall be used only for school related issues, such as bus breakdown, students on wrong bus, accident, medical emergency, etc.

Cell phone usage by high school students while riding to and from school on the bus, or on the bus during school sponsored activities is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: December 29, 2006]

[Re-adoption date: August 28, 2007]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3313.20  
OAC 3301-35-06  
3301-83-20(M)

CROSS REFS.: JFCK, Use of Electronic Communications Equipment by Students  
Staff Handbooks  
Student Handbooks

## TELEPHONE SERVICES

The administration has established the following guidelines for the appropriate use of District-owned cellular telephones and other communication devices. It also defines guidelines for reimbursement of personal cellular calls and services by the employees of the District.

Cellular telephone services may be provided to employees who, because of job-related activities must have easy access to a telephone. Employees may apply for a telephone through the Superintendent. Once processed, the employee receives the telephone and guidelines for use.

### Plans

The Treasurer/designee contracts with a company that best meets the needs of the District. An employee wishing to have features other than those offered in the District's plan must have approval of the Superintendent/designee.

### Damage, Loss, or Theft

Cellular equipment that is damaged in the course of business should be brought to the Treasurer's office to be sent to the cellular plan administrator for repairs. Lost or stolen cellular equipment must be immediately reported to the employee's supervisor and to the Treasurer's office so that service can be cancelled. All costs incurred for replacement or repair are the responsibility of the District and/or the employee.

### Usage Monitoring

1. The following are unauthorized uses of cellular telephone and communication devices:
  - A. Any call which could reasonably be made from a standard telephone or other communication method.
  - B. Any call made in relation to an employee's personal business enterprise or
  - C. Any call for the purpose of personal entertainment (e.g., 900 numbers, movie links, Internet access, etc.).

The Treasurer/designee retains the right to suspend or discontinue the use of any or all cellular telephones or communication devices if determined to be in the best interest of the District.

2. When using cellular telephones or communication devices, employees shall exercise appropriate measures to ensure their personal safety and the safety of those around them. For example, using cellular telephones or communication devices:
  - Near combustible fuels (or similar products) or supply sources;

- A. When operating a motor vehicle being used for student transportation and/or school business;
  - B. Near public safety equipment;
  - C. At or near any other location where the safety of citizens or facilities can be compromised;
  - D. In any location where use is stated or posed as being inadvisable or unlawful or;
  - E. In any location deemed inappropriate or unsafe.
3. Educating employees regarding appropriate cellular telephone procedures and providing monitoring for their usage. (In emergency situations, supervisors may grant exceptions to usage. In such circumstances, the employee must reimburse any charges incurred for personal use);
  4. Instructing employees not to use District-owned cellular telephones while operating any vehicles;
  5. Explaining to employees their responsibility for lost, stolen or damaged telephones;
  6. Explaining to employees that telephones are to be used for District-related business and that the telephones shall not be used to operate a personal business and;
  7. Monitoring of monthly bills and employee reimbursement for personal use.
7. Violations of the cell phone rules may result in disciplinary action up to and including termination of employment.

### Personal Calls

The District provides cellular telephones to employees for the purpose of conducting District business. The use of District-owned cellular equipment to make or receive personal calls is discouraged, but permissible. All minutes and long distance, roaming, or other charges incurred by the employee for personal calls are the responsibility of the employee. It is the employee's responsibility to review his/her monthly bill, document personal calls and charges, and reimburse the District.

### Bill Payment Procedure

The Treasurer/designee receives and reviews the cellular bills on a monthly basis. It is the Treasurer's/designee's responsibility to review the bill for employee's personal usage and to enforce reimbursement to the District at the charged rate.

(Approval date: December 19, 2006)

(Re-approval date: April 19, 2011)

## DATA AND RECORDS RETENTION

All records<sup>1</sup> are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the ESC Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The ESC Records Commission is composed of the president, the ESC Treasurer and the ESC Superintendent. The commission meets at least once every 12 months.

The functions of the ESC Records Commission are to review applications for one-time records disposal and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the commission pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that schedule.

The Superintendent designates a “Records Officer” in each department/building who is responsible for all aspects of records retention within that department/building.

When District records have been approved for disposal, the ESC Records Commission sends a list of such records to the Auditor of State. If he/she disapproves the action by the commission, in whole or in part, he/she so informs the commission within a period of 60 days, and these records are not destroyed. Before public records are disposed of, the Ohio Historical Society is informed and given the opportunity for a period of 60 days to select for its custody such public records as it considers to be of continuing historical value.<sup>2</sup>

### Electronic Mail

Electronic mail sent or received by the Board and/or District employees may be considered a public record subject to public disclosure or inspection under Ohio’s Sunshine Law. Upon sending or receiving electronic mail, all users shall segregate or store public electronic mail records.

All Board and District electronic mail communications are monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with State law.

District employees are subject to disciplinary action for violation of this policy and regulation.

[Adoption date: March 26, 2001]  
[Re-adoption date: August 22, 2005]  
[Re-adoption date: April 19, 2011]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
ORC 9.01  
149.35; 149.41; 149.43  
3313.29  
3319.321  
3701.028  
Auditor of State Form RC-2

CROSS REFS.: DI, Fiscal Accounting and Reporting  
GBL, Personnel Records  
JO, Student Records  
KBA, Public's Right to Know

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<sup>1</sup>Records include documents, devices or items, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the District which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District. ORC Section 149.011

<sup>2</sup>The Historical Society may not review or select for its custody the records set forth in ORC Section 149.41(A) and (B) .

## DATA AND RECORDS RETENTION (Electronic Mail)

The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (e-mail).

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of e-mail messages may vary considerably, the content must be evaluated to determine the length of time messages must be retained.

There are two categories of e-mail retention: non-record messages and official record messages.

### Non-Record Messages

E-mail messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a "Non-Record" mail box and deleted later, just as you might trash the unwanted publications or promotional flyers.

Types of messages may include:

1. Personal Correspondence: Any e-mail not received or created in the course of state business may be deleted immediately, since it is not an official record. Examples include, but are not limited to, the "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.
2. Non-State Publications: Publications, promotional material from vendors and similar materials that are "publicly available" to anyone are not official records. In the electronic world, this includes list serve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc.

### Official Record Messages

E-mail messages that meet the definition of a record in the ORC are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:

1. Transient Messages: This type of e-mail has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation in an office hallway.

Transient Documents: Include telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.

Retention: Until no longer of administrative value, then destroy

2. Intermediate Messages: E-mail messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):

- A. General Correspondence: Includes internal correspondence (e.g., letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence District policy).

Retention: 1 year, then destroy

- B. Routine Correspondence: Referral letters, requests for routine information or publications provided to the public by the District which are answered by standard form letters.

Retention: 6 months, then destroy

- C. Monthly and Weekly Reports: Document status of ongoing projects and issues; advise supervisors of various events and issues.

Retention: 1 year, then destroy

- D. Minutes of Agency Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Retention: 2 years, then transfer to State Archives for their possible retention or destruction

3. Permanent Messages: E-mail messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:

A. Executive Correspondence: Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.

Retention: 2 years, then transfer to State Archives

B. Departmental Policies and Procedures: Includes published reports, unpublished substantive reports and policy studies.

Retention: Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention and destruction

(Approval date: August 22, 2005)

(Re-approval date: April 19, 2011)

## INSURANCE MANAGEMENT

The Board has the responsibility to maintain an adequate and comprehensive insurance program covering its buildings and grounds, fleet of school buses and individuals discharging responsibilities for the District.

The Superintendent and Treasurer administer the total insurance program.

The District makes efforts to obtain insurance at the most economical cost, consistent with required coverage and service, through obtaining quotations or bids.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 9.83  
9.90  
3313.201; 3313.202; 3313.203  
3327.09  
3917.01; 3917.04

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