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\* indicates policies included 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:

1. a safe and pleasant physical environment for teaching and learning for the school community through the continual evaluation of the facilities;
2. a transportation program for the safe transporting of students to and from school;
3. a food services program which supports the nutrition programs through participation in the National Child Nutrition Programs and
4. a 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: August 14, 2000]

## 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 has responsibility for the safety program of the District and develops written procedures to comply with the OSHA regulations and policies.

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, driver education, fire prevention, in-service training and emergency procedures appropriately geared to students at different grade levels.

All staff are encouraged to participate in the safety practices of the District by providing recommendations that ensure a safe environment for all.

[Adoption date: August 14, 2000]

(Revision date: July 10, 2014)

LEGAL REFS.: Public Employment Risk Reduction Program  
ORC 2744  
3313.60; 3313.643  
3707.26  
3737.73  
OAC 3301-35-03

CROSS REFS.: EBB, Accident Prevention and Safety Procedures  
EEAC, School Bus Safety Program  
GBE, Staff Health and Safety  
IGAE, Health Education  
JHF, Student Safety

## 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 hazard 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 which;
  - 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 Program (PERRP) and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. inspect all District building 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 assignments 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 PERRA. 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 consequences of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

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 117.102

3313.473; 3313.643; 3313.71; 3313.711; 3313.719

3314.15

3327.10

3707.26

4113.23

4123.01 et seq.

Public Employment Risk Reduction Program; ORC 4167.01 et seq.

CROSS REFS.: EB, Safety Program

EBB, Accident Prevention and Safety Procedures

EBBC, Bloodborne Pathogens

EBC, Emergency Plans

ECG, Integrated Pest Management

GBE, Staff Health and Safety



[Adoption date: August 14, 2000]  
(Revision date: January 8, 2009)  
(Revision date: June 29, 2010)  
(Revision date: July 10, 2014)

## 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.

The District provides employee automated external defibrillator (AED) training in accordance with State law.

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: August 14, 2000]

(Revision Date: November 9, 2017)

LEGAL REFS.: ORC 2305.23  
3301.56  
313.6021  
3313.6023  
3313.712  
3313.717  
OAC 3301-27-01  
3301-35-06

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

## FIRST AID

The following requirements shall be adhered to by all personnel.

1. A school nurse or other trained persons are responsible for administering first aid and emergency care 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 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. 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.

[Adoption date: August 14, 2000]

( Revision date: November 9, 2017)

## BLOODBORNE PATHOGENS

Staff 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 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 universal precautions. Universal precautions require that staff 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 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, each student transportation vehicle; correct procedures for cleaning up body fluid spills and for personal clean up.

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: August 14, 2000]  
(Revision date: April 12, 2011)  
(Revision date: February 9, 2012)  
(Revision date: July 10, 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 micro-organisms 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).

## BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In accordance with the Public Employees Risk Reduction Program (PERPP) Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

### 1. Exposure Determination

PERRP requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category: Custodians, Maintenance Personnel, Coaches, Teachers, Administrators, Secretaries, Bus Drivers, Cooks, All Supervisors, and Teacher Aides. The following is a list of other potentially infectious materials. Semen, vaginal secretions, cerebrospinal fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between the body fluids.

In addition, PERRP requires a listing of job classifications in which some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

#### Job Classification Tasks/Procedures

Custodians – clean up blood and other bodily fluids

Coaches – attending to injured player

Secretaries – attending to injured students

Principals, Teachers – attending to injured students, breaking up fight

Bus Drivers – attending to injured student on the bus, clean up of bodily fluids

Teacher Aides – attending to injured students; assisting students with eating, toileting/diapering, G/J tube feedings, etc.

### 2. Implementation of Schedule and Methodology

PERPP also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

## **Compliance Methods**

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized: Gloves and sharps containers are available. The above controls will be examined and maintained on a regular schedule.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. PERRP requires that these facilities be readily accessible after incurring exposure. At this facility hand washing facilities are located: through out each building.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate or as soon as feasible following contact.

## **Needles**

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. PERRP allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.

## **Containers for Sharps**

Contaminated sharps that are reusable are to be placed immediately, or as soon as possible, after use into appropriate sharp containers. At this facility the sharp containers are puncture resistant, labeled with a biohazard label, and are leak proof. Sharps Containers are located in the main office of each building and custodial work areas. District nurse is responsible for disposal.

## **Personal Protective Equipment**

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under

normal conditions of use and for the duration of time which the protective equipment will be used.

Protective clothing will be provided to employees in the following manner: Protective eyewear should be in place and used for all shop/lab areas. It is the responsibility of the teacher to ensure that this is being followed. District Nurse shall provide gloves for all buildings. Directory of Physical Facilities shall provide gloves for maintenance and custodians. Employees shall notify District Nurse and Director of Physical Facilities of need for more. All personal protective equipment will be disposed of by the employer at no cost to employees.

All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

Gloves shall be worn where it is reasonable anticipated that employees will have hand contact with blood, other potentially infectious materials, on-intact skin, and mucous membranes. Gloves will be available from building offices and custodial work areas.

**Gloves will be used for the following procedures:**

Clean up bodily fluids, blood, tube feedings, diapering/toileting and as needed for other tasks.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

The PERRP standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require that such protective clothing be utilized: in chemistry labs if appropriate.

The facility will be cleaned and decontaminated according to the following schedule: yearly or as needed according to procedure by building custodians and Director of Physical Facilities.

**Decontamination will be accomplished by utilizing appropriate disinfectant.**

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning. All bins, pails, cans, and similar receptacles shall be cleaned on an as needed basis.

Any broken glassware, which may be contaminated, will not be picked up directly with the hands. The following procedures will be used: wear gloves and use dust pans, brooms and

dispose of in sharps container.

### **Hepatitis B Vaccine**

All employees who have been identified as having a risk of exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. Hepatitis B vaccine will be administered by the District Nurse.

Employees who decline the Hepatitis B vaccine will sign a waiver, which uses the wording in Appendix A of the PERRP standard.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The board office secretary provides this information at the time of being hired. The District Nurse will administer the vaccine.

### **Post-Exposure Evaluation and Follow-Up**

When the employee incurs an exposure incident, it should be reported to the District Nurse and Building Administrator.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the PERRP standard.

This follow-up will include the following: referral to Work-Able.

### **Interaction with Health Care Professionals**

A written opinion shall be obtained from the health care professional that evaluates employees of this facility. Written opinions will be obtained in the following instances:

1. When the employee is sent to obtain the Hepatitis B vaccine
2. Whenever the employee is sent to a health care professional following an exposure incident

Health care professionals shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident
2. That the employee has been informed of the results of the evaluation, and
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

### **Training**



Training for all employees will be conducted to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner.

Training for employees will include the following – an explanation of:

1. The PERRP standard for Bloodborne Pathogens
2. Epidemiology and symptomatology of bloodborne diseases
3. Modes of transmission of bloodborne pathogens
4. This Exposure Control Plan, i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.
5. Procedures which might cause exposure to blood or other potentially infectious materials at this facility
6. Control methods, which will be used at the facility to control exposure to blood or another potentially infectious material
7. Personal protective equipment available at this facility and who should be contacted concerning
8. Post exposure evaluation and follow-up
9. Signs and labels used at the facility
10. Hepatitis B vaccine program at the facility

### **Record Keeping**

The Board of Education Office will maintain all records required by the PERRP standard.

### **Dates**

All provisions required by the standard will be implemented annually.

Employers should list here if training will be conducted using videotapes, written material, etc. Also the employer should indicate who is responsible for conducting the training.

All employees will receive annual refresher training. (Note that this training is to be conducted within one year of the employee's previous training.)

The outline for the training material is located in the District Nurse Office.

[Adoption date: February 9, 2012]

CROSS REFS.: Occupational Exposure to Bloodborne Pathogens – Implementing  
OSHA Standards in a School Setting

**EXPOSURE INCIDENT REPORT**

Employee Name \_\_\_\_\_

SS Number \_\_\_\_\_

Job Title \_\_\_\_\_

Building Assigned \_\_\_\_\_

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

Date Incident Reported \_\_\_\_\_

Date Exposure Control Officer Notified \_\_\_\_\_

Initials of Exposure Control Officer \_\_\_\_\_

Today's Date \_\_\_\_\_

Description of incident (including time of exposure, route, circumstances)

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

Identification of Source Individual \_\_\_\_\_

First Aid Given \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

Signature of Exposure Control Officer \_\_\_\_\_

Date \_\_\_\_\_

Signature of Building Principal \_\_\_\_\_

Date \_\_\_\_\_

**ACCIDENT REPORT FOR EMPLOYEE**  
**CLEAR FORK VALLEY LOCAL SCHOOLS**

Employee Name \_\_\_\_\_ Date Report Filed \_\_\_\_\_ Date of Injury \_\_\_\_\_  
 Address \_\_\_\_\_ Time of Injury \_\_\_\_\_  
 Job Classification \_\_\_\_\_ Social Security \_\_\_\_\_ Phone \_\_\_\_\_

1. Accident Location:  Classroom  Playground  Gym  Bus  Hall  Stairs  
 Other \_\_\_\_\_

2. Cause of Accident:  Collision with person  Collision with an obstacle (i.e.wall, desk)  
 Hit with projectile (ball)  Sudden twist, turn, stop  
 Fall  Fighting  
 Other, specify \_\_\_\_\_

3. Contributing Causes: \_\_\_\_\_

4. Witness (es): \_\_\_\_\_

5. Body Part Injured:

Left	Right	Left	Right	Left	Right
<input type="checkbox"/> thumb	<input type="checkbox"/>	<input type="checkbox"/> neck	<input type="checkbox"/>	<input type="checkbox"/> trunk	<input type="checkbox"/>
<input type="checkbox"/> finger	<input type="checkbox"/>	<input type="checkbox"/> head	<input type="checkbox"/>	<input type="checkbox"/> back	<input type="checkbox"/>
<input type="checkbox"/> hand	<input type="checkbox"/>	<input type="checkbox"/> face	<input type="checkbox"/>	<input type="checkbox"/> hip	<input type="checkbox"/>
<input type="checkbox"/> wrist	<input type="checkbox"/>	<input type="checkbox"/> elbow	<input type="checkbox"/>	<input type="checkbox"/> shoulder	<input type="checkbox"/>
<input type="checkbox"/> lower arm	<input type="checkbox"/>	<input type="checkbox"/> ankle	<input type="checkbox"/>	<input type="checkbox"/> abdomen	<input type="checkbox"/>
<input type="checkbox"/> upper arm	<input type="checkbox"/>	<input type="checkbox"/> knee	<input type="checkbox"/>	<input type="checkbox"/> foot	<input type="checkbox"/>
<input type="checkbox"/> lower leg	<input type="checkbox"/>	<input type="checkbox"/> eye	<input type="checkbox"/>	<input type="checkbox"/> toes	<input type="checkbox"/>
<input type="checkbox"/> upper leg	<input type="checkbox"/>	<input type="checkbox"/> groin	<input type="checkbox"/>		

6. Type of Injury Suspected:

laceration  bruise  
 sprain, strain  dislocation  
 fracture (broken bone)  concussion  
 other, specify \_\_\_\_\_

7. First Aid Given:

ice  washed wound  kept immobile  
 stopped bleeding  splinted  bandage applied  
 sling applied  observation only  
 other, \_\_\_\_\_

8. Further Care:

went home  physician consulted  date consulted  
 relative too home  
 went to Emergency room  transport from school by ambulance

9. Additional Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Suggestions for prevention of similar accidents: \_\_\_\_\_

\_\_\_\_\_

11. Worker's Compensation Form Completed \_\_\_\_\_

\_\_\_\_\_  
(signature of employee)

\_\_\_\_\_  
(signature of principal)

\_\_\_\_\_  
(received by superintendent & date)

Revised 02/09/2012

## 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 staff and students.

The comprehensive safety 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 no 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 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 safety emergency management plan and blueprint is file 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 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 safety plan is used, assessment of the way the emergency was handled is completed by the Board and the administrators. 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 to 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.

[Adoption date: August 14, 2000]  
(Revision date: January 8, 2009)  
(Revision date: June 29, 2010)  
(Revision date: April 21, 2011)  
(Revision date: August 10, 2017)

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.: EBAA, Reporting of Hazards  
EBBA, First Aid  
EBBC, Bloodborne Pathogens  
EBC, Emergency/Safety Plans  
ECG, Integrated Pest Management  
EEAC, School Bus Safety Programs  
EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFH, Food Allergies  
GBE, Staff Health and Safety  
JHCD, Administering Medicines to Students  
JHF, Student Safety  
KBCA, News Releases  
KK, Visitor to the Schools  
Emergency Management and Safety Plans Handbook

EMERGENCY/SAFETY PLANS  
(Administrative Rules/Protocols)

The Board directs the Superintendent/designee to prepare and maintain comprehensive emergency management and safety plans and administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office in a secure location.

Administrative Rules/Protocols

1. A list of dangerous or recalled products.
2. Radon rules or protocols including evidence that each 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 safety plan addressing:
  - A. safety 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. Safety data sheets for every hazardous chemical used in each 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 main 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. Protocols for using automated external defibrillators (AED's).
  14. 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.
  15. Protocols for the management of students with life-threatening allergies.

[Adoption date: April 21, 2011]  
(Revision date: July 10, 2014)  
(Revision date: August 10, 2017)  
16.

## BOMB THREATS

The Board takes an extremely dim view of any action by any person that seriously disrupts or threatens to disrupt the educational process. Of particular concern to the Board is the making of a threat that a bomb or other explosive device has been placed in a school.

Therefore, the Board directs that any and all legal remedies and actions be taken against any person apprehended and proven to have made such a threat. Further, the Board directs the Superintendent to implement the procedures proscribed in the Student Code of Conduct against any student of the District who has been apprehended and proven to have made such a threat. As detailed in the Student Code of Conduct this action will be a recommendation by the Superintendent, following a due process hearing by the Board, that the student so charged will be excluded from school for either the balance of the semester or for the balance of the school year.

[Adoption date: August 14, 2000]

## 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 members, 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 weather authorities.

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

[Adoption date: August 14, 2000]  
(Revision date: May 14, 2009)  
(Revision date: June 29, 2010)  
(Revision date: September 25, 2011)  
(Revision date: December 13, 2011)  
(Revision date: July 10, 2014)  
(Revision date: April 20, 2017)

LEGAL REFS.: ORC 3313.48; 3313.482

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

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 make-up 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.

[Adoption date: December 13, 2011]  
(Revision date: July 10, 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 encourage to participate in the safety practices of the District by providing recommendations that ensure a safe environment for all.

The Board also is concerned with the prevention of fraud, including the misuse and misappropriation of public money, and, in accordance with State law, shall provide information to all staff members about the fraud reporting system established through the Auditor of State.

The Board shall put forth its best efforts in prevention and correction of safety and fraud issues; however, there may be times when such 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 and fraud 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: June 29, 2010]  
(Revision date: August 16, 2012)

LEGAL REF.:           ORC 117.103  
                                  124.341  
                                  4113.52

CORSS REFS.:        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 and fraud violations. The following regulation gives a brief overview of these provisions.

Safety Violations

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 7 days 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 7 days 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 of 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 the 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.

[Adoption date: June 29, 2010]  
(Revision date: August 16, 2012)



PROTECTION FOR REPORTING SAFETY AND FRAUD VIOLATIONS  
(Whistleblowers)

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. They system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

[Adoption date: August 16, 2012]

## CRISIS MANAGEMENT

A crisis situation can occur at any time and such situations have the ability to make a significant impact on members of the community. A crisis is defined as any 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.

There are unlimited possibilities for crisis situations that could impact the District. These include, but are not limited to: suicide, death of a student or employee, acts of violence, trauma and accidents.

In recognizing the need to be pro-active in preparing for possible crisis situations, the Board directs the Superintendent to prepare a Crisis Management Plan which addresses:

1. the primary goal of preventing a crisis situation from occurring;
2. appropriate means of dealing with a crisis situation in the District, including who shall serve as the primary spokesperson for the District and the steps in which the plan shall be carried out and
3. assessment of the way the crisis situation was handled with suggestions for improvement in the future, if necessary.

The administration annually reviews the Crisis Management Plan, considering the most current information dealing with the subject, as well as making relevant information about the Plan known to the community.

[Adoption date: August 14, 2000]

LEGAL REF.: ORC 3313.20

CROSS REFS.: EBC, Emergency Plans  
EBDA, Suicide Intervention  
GBE, Staff Health and Safety  
JHF, Student Safety  
KBCA, News Releases

## SUICIDE INTERVENTION

Suicide is the third leading cause of death among school-aged children. The Board takes seriously the responsibility in assisting at-risk students in finding appropriate intervention/counseling assistance. Realizing that a student suicide can have far-reaching and long-lasting effects on the community, the Board has in place a postvention plan to assist community members in dealing with a student death.

### The Crisis Team

Members of the crisis team are selected from personnel in the District, including the principal of each building, guidance counselors, a central office staff member and the school nurse/physician, if appropriate. If possible, a consultant from the local Board of Mental Health or an area psychiatrist/psychologist will sit on the team to provide objective guidance when needed.

The crisis team receives training in the areas of suicide risk assessment, crisis management and postvention principles.

The team serves a dual role.

1. As a preventive information base, the team develops a plan for how the District and the community can best assist students who exhibit suicidal behavior. This information is shared by an appropriate presenter at an in-service for the staff of the District. The plan includes when students should be referred in the District for assistance, what role faculty members should play in this process, which outside agencies may be used for referral and the issue of confidentiality.
2. As a postvention action team, the crisis team is the “front line” for coordinating information about the suicide and putting in place the postvention plan. The following items are recommended for the postvention plan by the American Association of Suicidology School, Suicide Prevention Programs Committee.
  - A. plan in advance
  - B. select and train a crisis team
  - C. verify the report of a suicide from the medical examiner or police
  - D. hold a team meeting with a school principal (if not already on crisis team)
  - E. assess the situation and adjust the size of the team accordingly
  - F. disseminate information to faculty, students and parents
  - G. follow the victim’s classes throughout the day
  - H. arrange for counseling rooms
  - I. invite friends to join the group or meet with team members individually
  - J. check records and provide counseling for all identified students at risk
  - K. provide counseling or discussion opportunities for faculty

- L. arrange for students and faculty to attend the funeral
- M. coordinate memorials
- N. make a home visit, if appropriate
- O. respond to media inquiries
- P. link with the community, as appropriate
- Q. follow up with continued counseling as needed

This plan is molded to meet the needs and expectations of the District. Legal counsel for the Board reviews the plan and any subsequent changes as appropriate.

[Adoption date: August 14, 2000]

CROSS REFS.: EBD, Crisis Management  
JHC, Student Health Services and Requirements  
JHF, Student Safety  
KBCA, News Releases

## VANDALISM

Every citizen of the District, students and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the District and the name(s) of the person or persons believed to be responsible.

1. Every employee of the District will report to the principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.
2. The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property and is further authorized to delegate, as he/she sees fit, authority sign such complaints and to press charges.
3. Any student found guilty of any form of vandalism or defacement of school property will be sent home. A parent conference will determine the final resolution.
4. Parents and students will be made aware of the legal implications involved. Ohio law provides that a parent is liable up to the amount of \$3,000 for the willful destruction of property by a minor in their custody or control.
5. Students guilty of vandalism pay in full for all damages and are subject to punishment as determined by the appropriate administrator. If the person responsible for the vandalism is a minor and does not pay for the damage, then the District may proceed to collect the damage as provided by law.
6. Students are to be instructed at the beginning of each school year in the proper use and care of textbooks, supplies, equipment and school property.
7. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages Board property or otherwise disrupts the educational process.
8. 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 and/or students to perform community service for the District instead of repayment of the damages.

[Adoption date: August 14, 2000]  
(Revision date: October 21, 2010)

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

## 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:

1. the type of construction of the building;
2. the mechanical systems (heating, cooling, ventilation);
3. the lighting and use of glass;
4. how the school is used (during the day, after school, evenings or weekends);
5. the utility bills or measurement of fuel consumed;
6. the local weather;
7. the age of building;
8. the floor space and
9. the 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: August 14, 2000]

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

CROSS REF.: DJC, Bidding Requirements

## 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 program are:

1. to provide the healthiest learning environment possible by preventing unnecessary exposure of children and staff to toxic pesticides;
2. to promote safer alternatives to chemical pesticides while preventing economic and health damage caused by pests;
3. to 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
4. effectively without endangering the health of those within the school building and
5. to 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.

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.

The Board is committed to providing students with a safe learning environment free of pests and pesticides. The Board directs the administration to develop regulations for the proper use and control of pesticides and chemicals. 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.



Whenever possible, pesticides are administered during noninstructional periods and/or during school breaks. If it becomes necessary to administer pesticides during times school is in session, the administration will provide notice to affected persons, prior to the date and time of the pesticide application of the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

[Adoption date: January 8, 2009]  
(Revision date: July 10, 2014)

LEGAL REFS.: 29 CFR 1910.1030  
Comprehensive Environmental Response, Compensation and  
Liability Act, 42 USC 9601 et seq.  
Public Employment Risk Reduction Program; ORC 4167.01 et seq.  
OAC 3701-54-09

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

INTEGRATED PEST MANAGEMENT  
(Use of Pesticides)

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

1. An Integrated Pest Management Program (IPMP) is developed and implemented to reduce the use of pesticides. Lawn care standards including mowing height and frequency, aeration, overseeding and fertilization are implemented to improve turfgrass density and reduce weed growth.
2. Structural and lawn chemicals such as insecticides, herbicides and fertilizers are chosen with as low a level of toxicity as practical. The least toxic or organic formulation with the safest method of application is selected when there is a choice of products with comparable cost and effectiveness. Products labeled “caution” are to be preferred over products labeled “warning” or “danger”.
3. Long-term storage of chemicals is kept to a minimum. Since many chemicals lose effectiveness with storage, and storage further increases risk, only enough of the product for a given application is purchased. All materials are stored in accordance with label instructions. All products and application equipment are stored in a separate facility away from classroom and food preparation or storage areas. Storage facilities are kept inaccessible to students and the general public and are clearly marked as pesticide storage areas.
4. All chemicals have complete label instructions and remain in the original containers until used. Material Safety Data Sheets (MSDS) and sample labels for lawn chemicals are kept on file in the District and are readily available to anyone who must handle such materials or who may be exposed to the product. Structural pesticide labels and MSDS are filed in the District as well.
5. All application of pesticides and fertilizers are made in strict compliance with the label instructions, and under no circumstances do the product concentrations exceed those specified in the application instructions.
6. An annual written plan of seasonal applications is distributed to building administrators and kept on file in the District. The plan contains the following information:

- a. the season of the application
  - b. the purpose of the application
  - c. the product to be used
  - d. the formulation of the product
  - e. an estimate of the amount of product to be used
  - f. the District site and specific area to be treated
  - g. the type of equipment of be used and
  - h. any requirements necessary to comply with the Ohio Department of Agriculture and the Ohio Environmental Protection Agency regulations, including any warning or notification signs.
7. All chemicals and organic products are applied at times that individuals are not in the immediate area or scheduled to use District facilities within the restricted entry limitations identified on the product label.
  8. A sign is posted on each affected site seven days prior to the target application date identified in the seasonal application plan to notify staff and residents of pending application. The sign includes a phone number to call to request additional information.
  9. Treated school grounds are posted with a sign identifying the date and time of the application, product used and re-entry date and time. Signs remain posted for 24 hours after the expiration of the re-entry date and time.
  10. Records are kept in the District following each application and contain the following information;
    - A. name of certified applicators supervising the application and name of trained service technicians making application
    - B. application and re-entry dates
    - C. District site and specific areas treated
    - D. Pests controlled

- E. Size of site treated
  - F. Trade name (brand name) and EPA registration number of chemical used
  - G. Total amount of each chemical used
  - H. Rate of application and concentration of chemical formulation applies
  - I. Type of equipment used
  - J. Time of day, including the time of starting the actual application and the time of completion or, if uncompleted, the time when operations ceased for the day and
  - K. Wind direction and velocity, air temperature and other weather conditions when applicable.
- 11. District employee(s) responsible for handling and applying pesticides are required to have a valid pesticide application license issued by the Ohio Department of Agriculture, or must work under the direct supervision of a licensed applicator as permitted by ODA guidelines.
  - 12. No school support groups, i.e., PTA, PTO, athletic boosters, etc. are permitted to apply chemicals on District property.
  - 13. Any contracted services requiring the use of pesticides or any other chemicals must abide by Board policy and administrative regulations.

[Adoption date: January 8, 2009]

AUTHORIZED USE OF SCHOOL OWNED MATERIALS  
(Materials Include Equipment and Supplies)

School-owned materials may be used only for school purposes or on a limited basis for public or civic events.

1. School materials may be loaned to staff members when such use is related to their employment responsibilities.
2. School materials may be loaned to students when such use is related to their studies or extracurricular activities.
3. School materials may be loaned on a limited basis for community or civic functions or events upon approval of the Superintendent. A rental charge may be made in appropriate circumstances.
4. No school materials may be loaned or leased for personal or private use to anyone.
5. Those who use school materials are financially responsible for returning them in the condition in which they received them.

[Adoption date: August 14, 2000]

CROSS REF.: KG, Community Use of Facilities

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

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students and staff (users) in the Clear Fork Valley Local School District. It includes all computers and resources owned, leased, operated, or contracted by the school district as well as personally owned computers or other web-enabled devices.

All computers and electronic devices are to be used in a responsible, efficient, ethical and legal manner. This includes, but is not limited to the network and Internet usage, electronic mail, and software programs.

Failure to adhere to the District Acceptable Use policy will result in the revocation of the user's access privilege.

Staff and students may use the district's network for educational-related purposes consistent with the mission of the Clear Fork Valley Local School District. All computer resources and communications transmitted by, received from, or stored in computer systems are property of the school district, and shall not be considered confidential and /or the property of the user.

Acceptable Use Policy Criteria:

- A. Guidelines for using school owned and personally-owned electronic devices
- B. Network Access for school owned and personally-owned electronic devices
- C. Internet and Electronic Mail
- D. Security
- E. Software
- F. Discipline
- G. Internet Safety
- H. Failure to Follow Policy

- A. Guidelines for using school owned and personally-owned electronic devices

Please refer to your student handbook for building specific guidelines pertaining to the use of electronic devices and cell phones.

Users using computer resources must adhere to the following guidelines:

1. Users must not use the Clear Fork Valley Local School District's network, electronic mail, or Internet for product advertisement, commercial purposes, or political purposes. Computer resources shall be used for legitimate, educational purposes within the course of the curriculum.
2. All Clear Fork Valley Local School Board Policies apply to the use of computer resources. Users are prohibited from engaging in any conduct and/or behavior that constitutes any form of bullying, hazing, and/or harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic email, files, images, or computer messages to other users over the network. It also includes sending, accessing and/or displaying harassing jokes, cartoons, inappropriate (as determined by school administration) web site addresses or material of a similar nature. If a user receives offensive or harassing material from others over the network, the user shall immediately notify the building administrator or the district technology coordinator.
3. Student users must not use computer resources or any electronic devices to access confidential school or student records, whether in paper or electronic format.
4. Users are specifically prohibited from using the Internet and other school computer resources to download, access, or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, students are prohibited from downloading or installing any software, utility, or application to any school computer. Students will use appropriate language. The uses of profanity, obscenity, or other language that may be offensive to other users or are illegal activities are strictly forbidden.
5. Users are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, blogs, social networking websites, etc. for non-educational purposes.
6. Users must not view and/or use another user's network account, computer files, programs or data without prior written authorized permission of the school district.
7. Users are prohibited from negligently and/or intentionally damaging, destroying or altering school computer resources in any unauthorized or illegal manner (i.e., computer hacking, uploading/creating viruses, etc.). Any malicious attempt to modify or destroy electronic data contained in the network is specifically prohibited.

8. Web sites using the name "Clear Fork Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by the District Technology Coordinator and/or the Superintendent.
9. With regard to the Clear Fork Valley Local School District webpage, there may be occasions when student pictures may be used, such as recognizing academic or athletic accomplishments.
10. Users are prohibited from changing any settings that change or alter the appearance of the desktop and or programs such as but not limited to the following: internet options, proxy settings, screen savers, wallpapers, home page, background, mouse, monitor, etc.
11. The network shall not be used in such a way that it will disrupt the use of the network by others. In addition, guidelines of net etiquette are subject to change by the administration.
12. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be constructed as hazing, bullying, or harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
13. The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to, forwarding of chain letters, generation of large volumes of unnecessary or non-work/educational related printed output or disk space, or creation of heavy network traffic such as streaming radio or video for non-educational purposes.
14. Users may not use computer resources to conduct illegal activity that would violate State, Federal, or local law.
15. Social networking and other websites where posting of information is conducted shall be for school related business or educational purposes only.



16. The use of electronic devices (including, but not limited to cell phones and iPods) may be used in selected instructional activities as determined by instructional staff. At no time should cell phones be seen, heard, or used during academic classes or study hall, unless for instructional purposes with specific permission by the teacher. Even when use is permitted, phones should be set to silent (not vibrate). Students who leave class on a pass are not permitted to use cell phones at that time. The misuse of these devices will result in disciplinary action, including but not limited to, the forfeiture of future use of these devices in instructional activities. At any time digital recording or photographing is prohibited without the direct consent of the teacher and those being recorded. Any electronic equipment, owned by Clear Fork Valley Local School District or personally by the user, will be operated under the guidelines of this AUP.
  17. When using any type of cameras (digital or video), users are specifically prohibited from using the equipment to access or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, users are prohibited from using the equipment for anything except educational assignments that are assigned by the staff of Clear Fork Valley Local School District.
  18. Clear Fork Valley Local School district will not be responsible for personally-owned devices that are lost, stolen, broken, or need technical support. Student devices should supplement, not replace, school district-owned technology.
- B. Network Access for school owned and personally-owned electronic devices

District employees and students may use their personal computers or web-enabled devices to access the district's network while they are on-site at any district facility, provided the granted access complies, without exception, with the established standards for appropriate use of the district's network/Internet. Students will be responsible for personally-owned device connectivity; teachers will not delay or stop instruction if a student's device will not connect to the network.

Any user who violates the district's Acceptable Use Policy, or who accesses the network/Internet without authorization may be subject to disciplinary action, up to and including expulsion. The user who violates the Acceptable Use Policy may be denied access to the district's network/Internet in the future.

The school district reserves the right to monitor access, inspect, intercept, and take appropriate action with respect to all computer resources and communications connected to the Clear Fork

Valley Local School District network. Based on reasonable suspicion the school district reserves the right to search and seize any computer resource used by users, whether school property or personal property, such as computers, flash drives, disks, electronic mail messages, Internet materials, etc. This will be conducted at the discretion of the school district.

#### C. Internet and Electronic Mail

The Internet and electronic mail are to be used by users for legitimate, educational-related purposes. Sending and/or forwarding electronic mail “chain-letters” does not constitute legitimate use of the computer resources.

Electronic mail is not confidential and privileged. Electronic mail that is sent and/or received via the network/Internet is considered property of the school district.

Clear Fork Valley Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the user is at school, the user may be able to access inappropriate material while using their home network. It is the parents or guardians responsibility to supervise the information that a student is accessing from the Internet outside the school day.

Users should never share personal information about themselves or others while using the Internet or email. This includes name age, address, phone number, or school name.

Parent/guardians and students are required to read and agree to the Districts Acceptable Use Policy prior to receiving Internet and email access.

Users should be aware that Internet access and email, and other media that are accessed created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a user’s access to them at any time and for any reason. No expectation of privacy in the use of devices, including e-mail, stored files or Internet sites visited should be assumed by the users.

The districts designated email should only be used for education purposes for teacher assigned activities.

#### D. Security

Computer security is a high priority for the Clear Fork Valley Local School District. If a user

identifies a security problem on the Internet or other computer resources, the user must notify technology staff or school administration.

Users must keep their account and password information confidential and shall not share it with others. Users are prohibited from using another individual's account and/or password. Users are also prohibited from using any password procedure other than those provided by the district. Finally, students must not log onto the network as the system administrator.

The Clear Fork Valley Local School District will not be liable for lost or damaged data stored on the computer resources by users, nor for security violations committed by users.

#### E. Software

Computer software is protected by federal copyright laws. Users are prohibited from engaging in unauthorized duplication, distribution or alteration of any licensed software. Users must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Users must not use software that they know has been illegally copied.

Network license software is typically used by a limited number of concurrent users. However, unless permitted by the license, this software must not be copied from the server to the employee's individual workstation or storage location.

Site license software can be used on any workstation at the site for which software is purchased. This software can be legally copied onto any site workstation that holds the license. However, unless permitted by the license, it must not be copied to workstations not owned by the license.

Single license software must not be copied to multiple machines or media in violation of the license agreement.

#### F. Discipline

Users violating the terms and conditions of this policy will be subject to discipline they may include expulsion or termination. Violation of this policy may result in the revocation and/or suspension of the user's access/user rights.

Users may be disciplined for conduct and or behavior associated with the prohibited use of computer resources and or electronic devices which occur during school hours, or for conduct which occurs outside of the school day but is directly related to and/or the school district,

students or staff. Users will also be disciplined for using computer resources and/or electronic devices in a manner which harms or intends to harm school property, employees and/or students.

Students participating in extracurricular activities are conditioned on a code of conduct that includes prohibitions against irresponsible or abusive use of the Internet.

## G. Internet Safety

### General Warning

All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

### Personal Safety

Be Safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining your permission. Regardless of your age, you shall never agree to meet a person you have only communicated with on the Internet in a secluded or in a private setting.

### Active Restriction Measures

The Clear Fork Valley Local School District, either by itself or in combination with the Information Technology Center (NCOCC) providing the Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Although the Valley Local School District subscribes to an Internet filtering service, the Internet changes constantly and the filter will not always provide absolute protection from inappropriate materials. Therefore, the district will also monitor the online activities of users, through direct observation, and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate.

### Blogs/Wikis

The use of blogs/wikis is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks and/or individual or group harassment. Blogs/wikis are used primarily as learning tools to extend conversations and dialogue beyond the parameters of the classroom time period. Be sure to follow all rules and guidelines offered by your teachers regarding appropriate postings to these blogs.

Blogs/wikis are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, students should follow all rules and suggestions that are offered by teachers regarding appropriate posting for class.

Blogs/wikis are about ideas – therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your position.

Blog safely. NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

Due to your login to the blogging site (e.g., Blogger) being typically linked to your profile, any personal blog you create in class is directly linked to your class blog and must follow teacher prescribed blogging guidelines. In addition to not sharing too much personal information in your profile or any posts/comments you make, you must realize that anywhere and/or anytime you use this login, the information links back to your class blog. Therefore, anytime, you use this login when posting to a separate personal blog, commenting on someone else's blog, etc., you need to follow the same guidelines as a school blog. If any inappropriate comments and/or content appear on your personal blog, it must be deleted. If you cannot follow these guidelines, a separate login to the blogging site needs to be created so the class blog is not connected. You may not use this login from school computers. Pictures may be inserted into a blog. Images need to be appropriate to the school document they are linked to and copyright laws are to be followed.

#### H. Failure to Follow Policy

Use of the Clear Fork Valley Local School District's network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated. A user violates this policy by his or her own actions or by failing to report any violations by other users that come the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any users whose access has been denied or terminated. The Clear Fork Valley Local School District may also take other disciplinary action in such circumstances.

All users must sign the Acceptable Use Policy. The failure to sign this policy will result in the denial of network resources. In addition, students may be asked to sign a new policy to reflect developments in the law or technology.

[Adoption date: August 14, 2000]  
[Revision date: March 28, 2005]  
(Revision date: April 21, 2011)  
(Revision date: December 13, 2012)  
(Revision date: July 9, 2015)

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  
ACAA, Sexual Conduct  
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

ACCEPTABLE USEAGE POLICY AUTHORIZATION FORM  
CLEAR FORK VALLEY LOCAL SCHOOLS

I will abide by the Acceptable Use Policy established by the Clear Fork Valley Local School District. I understand I do not have an expectation of privacy and that the district may monitor electronic communications. I understand the use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of my privileges. I further understand that any violation of the guidelines outlined in the AUP is unethical and could constitute a criminal offense. Shall I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken. Signing this form affirms that I agree to follow all district guidelines outlined in the Acceptable Usage Policy found on the Clear Fork webpage under Student Resources.

Student First Name (printed): \_\_\_\_\_

Student Last Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Graduation Class of: \_\_\_\_\_

Deny Photograph Use

If you do not wish to have your child photographed for the use of blended learning, newsletters, the web page or other media sources, then you will need to submit a letter to the school office yearly.

As a parent/legal guardian of the above signee, I have read and understand the Acceptable Use Policy of the Clear Fork Valley Local School District.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Revision date: December 13, 2012)

(Revision date: May 26, 2015)

## 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 serves the best interests of all students and the District. The Board provides transportation as required by State law.

In addition to that required by law, the Board may provide transportation to all elementary and secondary school students to the extent determined by the administration and approved by the Board. 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 Public Safety and as required by State law.

The District will transport as many students as practical on school buses that meet all the state requirements for pupil transportation. In some cases, students may be transported by other means as defined by State law.

Fees may not be charged to students for routine transportation or for non-routine transportation for educational field trips provided during the school day.

The Board annually approves designated bus stops and time schedules as presented by the Superintendent/designee, and grants authority to the transportation supervisor/designee to adjust stops during the school year.

The transportation program is under the direction of the Director of Support Services who is responsible to the Superintendent. The Board directs the Superintendent/designee to develop District-level policies and procedures for the safe and efficient operation of student transportation services.

### Transportation to Community, STEM and Private Schools

The District will provide transportation for eligible students who attend community, STEM and private schools in compliance with State law when practical.

When transportation for any student is not practical by any means approved by State law, the board may resolve to declare transportation impractical and offer the student payment in lieu of transportation.

[Adoption date: August 14, 2000]  
(Revision date: January 8, 2009)  
(Revision date: July 10, 2014)  
(Revision date: January 7, 2016)

LEGAL REFS.: ORC 3327.01-3327.10  
4511.76-4511.78

Clear Fork Valley Local School District, Bellville, Ohio



OAC 3301-83

CROSS REFS.: EEAA, Eligibility Zones for Pupil Transportation  
EEAC, School Bus Safety Program

## ELIGIBILITY ZONES FOR PUPIL TRANSPORTATION

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

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 eligibility zones.

Resident students attending a joint vocational school are provided with transportation to the program for the high school they are assigned to.

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: August 14, 2000]

(Revision date: July 10, 2014)

(Revision date: January 7, 2016)

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

CROSS REFS.:       EEA, Student Transportation Services

## SCHOOL BUS SCHEDULING AND ROUTING

Bus routes, schedules and stops will be developed to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal service to all students.

1. Bus routes will follow the most direct roads practical for the bus travel.
2. When an alternate route can be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly.
3. Bus stops will be limited, where possible, so that students from several homes can meet at a central point safely for group pick up.
4. Routes will be designed to eliminate as many turn-around points as possible and to employ as nearly as practicable the full carrying capacity for each bus trip.
5. No bus will be overloaded. Buses will be considered over loaded when the number of passengers exceeds the seating capacity.
6. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.
7. Authorized bus stops will be located at convenient intervals in places where students may board and get off, cross highways and await arrival of buses with the maximum safety permitted by highway conditions.
8. The number of bus stops on each trip will be limited, consistent with the policy stated as to service, so as to enable buses to maintain a reasonable average speed.

[Adoption date: August 14, 2000]

(Revision date: August 18, 2011)

LEGAL REFS.: ORC 3327.01; 3327.03; 3327.12

## 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 testing and 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. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup. Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop. Students in grade nine through 12, if offered transportation, may have to walk farther to a designated pickup point.
4. Emergency evacuation drills, supervised by someone other than the bus driver, are conducted annually to thoroughly acquaint student riders with procedures in emergency conditions.
5. 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.
6. Students in kindergarten through third grade are given instruction on school bus safety and behavior within the first two weeks of the school year. Regularly transported students in grade four through 12 are instructed in safety procedures in accordance with State law.
7. Passengers participating in non-routine use of school buses will receive safety instructions at the beginning of the bus trip.

[Adoption date: August 14, 2000]

(Revision date: March 28, 2005)

(Revision date: November 17, 2011)

(Revision date: January 7, 2016)

LEGAL REFS.: ORC 3327.09; 3327.10

4511.75; 4511.76; 4511.761; 4511.762-4511.78

OAC 3301-83

CROSS REF.: 3301-51-10  
EB, Safety Program  
EEA, Student Transportation Services  
EEAD, Non-Routine Use of School Buses  
GBQ, Criminal Record Check  
IICA, Field Trips

## BUS DRIVER EXAMINATION AND TRAINING

All bus drivers participate in training sufficient to be licensed as a bus driver by the State of Ohio.

School bus driver training includes rules and regulations for bus drivers as required by the State of Ohio.

All bus drivers maintain a current Ohio bus driver license.

In order to be eligible for employment in the Clear Fork Valley Local School District as a school bus driver, the applicant must process the following qualifications.

1. The applicant must have been a duly licensed driver in the State of Ohio for a period of at least five years.
2. The applicant must possess the required Ohio School Bus Driver's License.
3. Said applicant must agree to an evaluation of his/her driving record.
4. Traffic violations which are deemed major or excessive by the Board will disqualify any applicant for employment as a school bus driver.
5. Any person convicted of a felony is not considered for employment as a school bus driver.

[Adoption date: August 14, 2000]

## SCHOOL VEHICLE MAINTENANCE

School vehicles are maintained in a safe, dependable condition insofar as humanly possible.

1. The transportation supervisor is responsible for routine, periodic program of preventive maintenance.
2. The school vehicle driver makes a daily inspection to determine if the bus is in safe operating condition.
3. The transportation supervisor provides a list of items to be checked daily by each driver.
4. All items checked and found deficient are reported to the responsible authority and mechanical defects are reported in writing.
5. The transportation supervisor sees to the needed repair of school vehicles.

[Adoption date: August 14, 2000]

## **SCHOOL BUS IDLING POLICY**

The policy applies to the operation of every Clear Fork Valley Local School District board-owned and/or contracted school bus.

### Rationale

Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk, both to children and drivers. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.

### Purpose

Eliminate all unnecessary idling by Clear Fork Valley Local School District school buses such that idling time is minimized in all aspects of school bus operation.

### Guidance

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:
  - A. Extreme weather conditions
  - B. Idling in traffic
2. At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.



5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The “warmed” bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
6. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.
7. Transportation Operations staff are directed to revise bus schedules so that school bus caravanning can be avoided and the cleanest (air quality) buses assigned to the longest routes.
8. All drivers shall receive a copy of this policy at the beginning of every school year.

[Adoption date: July 19, 2007]

## STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

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 vehicle and after the student leaves the vehicle at the end of the school day.

Students on District managed transportation are under the authority of and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider 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 District managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from District managed transportation privileges must be posted in a central location and made available to students upon request.

Regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

[Adoption date: August 14, 2000]  
(Revision date: June 29, 2010)  
(Revision date: November 17, 2011)  
(Revision date: January 7, 2016)

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

CROSS REFS.: JFC, Student Conduct  
JG, Student Discipline  
Staff Handbooks  
Student Handbooks

## STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats, (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (accept as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a students and

13. carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

### Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation 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 administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the Transportation Supervisor. The Transportation Supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems which cannot be resolved by measures specified above are referred to the Superintendent.

[Approval date: August 14, 2000]

(Revision date: January 7, 2016)

## RECORDING DEVICES ON TRANSPORTATION VEHICLES

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, the Board may utilize video and audio recording devices on all school vehicles transporting students to and from curricular, cocurricular and extracurricular activities.

The recording devices monitor student behavior and the recordings are hereby stipulated as admissible evidence in student disciplinary proceedings. The recordings 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 recording devices in accordance with the provisions of law and this policy.

[Adoption date: August 14, 2000]

(Revision date: January 7, 2016)

LEGAL REFS.: ORC 149.43  
3313.20; 3313.47; 3313.66  
3319.321  
3327.014

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

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 DRIVERS 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 and State regulations. The Board directs the Superintendent/designee to develop a school bus driver drug testing program in compliance with State and Federal laws and regulations.

[Adoption date: August 14, 2000]

(Revision date: March 28, 2005)

(Revision date: July 10, 2014)

(Revision date: January 7, 2016)

LEGAL REFS.: OAC 3301-83-07  
49 USC 31136; 31301 et seq.  
49 CFR Subtitle A, Part 40  
ORC 4506.15; 4506.16

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

## 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.

These 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 Ohio 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 work day 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 work day 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: August 14, 2000]

(Revision date: March 28, 2005)

## CONFIDENTIALITY OF TEST RESULTS

All alcohol/controlled substances test results required records are considered confidential information. Any information concerning an individual's test results and records shall not be released without the written permission of the individual except as provided for by regulation or law.

## ALCOHOL AND CONTROLLED SUBSTANCES CONTACT PERSON

The Clear Fork District designated contact person will coordinate the implementation, direction and administration of the District's alcohol and controlled substances policy. The contact person is the principal contact for the collection site, the testing lab, the MRO, the BAT and the person tested. Employee questions concerning this policy should be directed to the contact person.

The designated contact person is:

Name:

Position:

Phone:

## POLICY MODIFICATION

The Clear Fork Board of Education retains the right to modify this policy to conform to changes in regulation or law.

## 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 emission from diesel engines can be harmful to students and bus drivers. Also, unnecessary engine idling wastes diesel fuel and financial resources. Therefore, the Board prohibits all unnecessary diesel engine idling in excess of 5 minutes. In addition, the Board prohibits the warming up of buses for longer than 15 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, cocurricular/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: January 8, 2009]

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

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

## NON-ROUTINE USE OF SCHOOL BUSES

Buses owned by the Board are used primarily for the purpose of transporting students to and from school and school-approved activities.

“Non-routine student transportation” 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 approved by the Board or the Superintendent and the trips do not interfere with routine transportation services.

All non-routine transportation will be conducted in compliance with State law. The Superintendent/designee will issue a trip permit that meets the requirements of the Ohio Administrative Code for any non-routine student transportation.

Buses 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 charged to groups for the use of the buses are established and made part of District regulations.
3. The drivers of the buses meet all federal, state and District requirements for school bus drivers, and be registered with the Ohio Department of Education as a qualified bus driver.
4. The drivers of the buses ensure that the buses are not overloaded, emergency exits are not blocked and 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.

[Adoption date: August 14, 2000]

(Revision date: July 10, 2014)

(Revision date: January 7, 2016)

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 an emergency arises, transportation by private vehicles is permitted only in extenuating circumstances and if previously approved by the appropriate administrator. The driver must present evidence that the vehicle and the driver are covered for liability, medical payments, physical damage and uninsured motorist liability.

If it is necessary to use private vehicles on a routine basis, evidence must be presented to the appropriate administrator that the vehicle, driver and purpose meet the requirements in Ohio Administrative Code for transportation in vehicles other than school buses, and that the driver is listed as a certified van driver by the Ohio Department of Education. The Board may procure accident insurance covering all pupils and other authorized passengers transported under the authority of the Board. 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: August 14, 2000]

(Revision date: January 7, 2016)

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

OAC 3301-83-19

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

In general, student transportation is to be limited to that which can be provided by school buses. The use of student or family automobiles is strongly discouraged.

1. Any transportation of students in exceptional cases requires prior, advance approval of the Superintendent.
2. For the purpose of transporting a group of students in other than school buses, the Superintendent uses the following guidelines in granting permission.
  - A. If more than 15 students are involved, a bus is used.
  - B. The one way distance of the requested trip does not exceed 30 miles.
  - C. All drivers are responsible adults over 21 years of age, preferably parents.
  - D. Departing and arrival times and a list of students and drivers are filed with the building principal or his/her designee prior to the day the trip is to take place.
3. As long as Clear Fork Schools or any group, class, team, organization or the like is the common denominator of students participating in an event, these procedures apply.
4. There is not authorization for a board to procure insurance covering the personal liability of teacher, employees, parents or students transporting students in their own vehicles.
5. Such parents, teachers and other school employees should carry adequate liability insurance as well as insurance to cover medical expenses related to injuries received regardless of liability.

[Approval date: August 14, 2000]



## USE OF SCHOOL-OWNED VEHICLES

Certain designated employees are authorized to use school-owned vehicles in accordance with the following regulations.

### Authorized Vehicles and Users

The Superintendent/designee:

1. authorizes which employees have the use of school-owned vehicles;
2. keeps a record of their drivers' license numbers;
3. checks all drivers' driving records annually and
4. keeps a list of vehicles and appropriate insurance coverages.

### Authorized Uses

1. Unless specific permission is granted by the Superintendent, use of school-owned vehicles is restricted to District business only.
2. All cargo must be related to the performance of District business.
3. The cost of gasoline and oil is reimbursed only upon submitting the proper receipts.

### Unauthorized Uses

Drivers are prohibited from:

1. operating vehicles while under the influences of drugs and/or alcohol;
2. transporting non-school passengers including hitchhikers and
3. operating vehicles while talking on the cellular telephone without an ear piece.

### Record Keeping

Drivers are required to keep and maintain accurate records when using vehicles for personal use. Personal use of school-owned vehicles must be reported as a taxable benefit in accordance with Internal Revenue Service regulations.

## Vehicle Care and Maintenance

1. School-owned vehicles must be maintained and operated in a safe and efficient manner.
2. Drivers must report any defect or damage as soon as one is identified or sustained
3. Drivers are responsible for the interior cleanliness of vehicles used.

### Observance of All Laws, Policies and Regulations

Drivers must:

1. comply with all applicable Federal, State, local and Board laws, regulations and policies;
2. wear seat belts;
3. be personally liable for all traffic and parking violations and supply proof of payment
4. maintain a valid drivers' license and insurance
5. immediately notify Superintendent/designee if their driving privileges change in any way, e.g., license suspension or revocation and
6. immediately report any accident or related injury to the proper governmental authority and the Superintendent/designee.

Violators are subject to disciplinary action up to and including termination.

[Adoption date: January 8, 2009]

## 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 ~~and~~ in all schools through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

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. The Food Service Supervisor sets these prices without Board approval.

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 and
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 may 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.

### Meal Charges

The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for student to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity

of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.

### 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.

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 District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, schoolwide 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 medication.

[Adoption date: August 14, 2000]  
(Revision date: March 26, 2001)  
(Revision date: September 23, 2002)  
(Revision date: October 21, 2010)  
(Revision date: August 10, 2017)

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 of 1966, 42 USC 1771 et seq.  
Americans with Disabilities 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  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
EFH, Food Allergies  
JHCD, Administering Medicines to Students  
JN, Student Fees, Fines and Charges

## VENDING MACHINES

Vending machines for staff and students dispensing nutritious food or beverages are permissible on a limited basis at the discretion of the school principal and Food Service Director.

1. Vending machines may not be used in any manner that competes with school food service sales.
2. Vending machines may be located only in areas where there will be no disruption in the orderly operation of the school.
3. Vending machines must be assigned as income sources and accounted for through the proper funds and accounts.
4. Satisfactory provision must be made for disposal of all refuse materials from vending machines.
5. The installation of any vending machines requiring modification to existing plumbing or electrical components is prohibited unless recommended by Food Service Director and approved by the Superintendent.
6. Students do not service or collect money from vending machines.
7. The number of vending machines at each school will be limited and shall be accounted for in accordance with Auditor of State Regulations. Vending machines dispensing fruit or juice or other similar nutritious foods shall be preferred over machines dispensing high sugar or other foods high in calories but low in nutrition.

[Adoption date: August 14, 2000]

## FOOD SALE STANDARDS

Through its food service program, the Board encourages students to form healthy eating habits by governing the types of food and beverages 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 by their potential to contribute significantly to the:
  - A. daily nutritional needs of students consistent with the guideline established by the U.S. Department of Agriculture and
  - B. provisions of the District's student wellness program.
  - 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 beverage may be sold.
3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:
  - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during 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 and beverage items may not be held during the school lunch period.
4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.

Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events.

[Adoption date: August 14, 2000]  
(Revision date: October 21, 2010)  
(Revision date: August 18, 2011)  
(Revision date: January 5, 2012)

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

CROSS REFS.; EF, Food Services Management  
EFG, Student Wellness Program  
IGDF, Student Fund-Raising Activities



## STUDENT WELLNESS PROGRAM

The Board directs the Superintendent/designee to develop and maintain a student wellness plan in compliance with Federal law.

The student wellness plan:

1. includes goals for nutrition promotion and education, physical activity and other school-based activities designed to promote student wellness that are developed with consideration of evidence-based strategies and techniques;
2. includes nutrition guidelines for all foods provided, but not sold to students in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for all food and beverages sold during the school day are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture (USDA) and that marketing of foods and beverages on the school campus during the school day is prohibited for foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations 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 plan must be a collaborative effort between parents, students, food service workers, physical education teachers, school health professionals, administrators, the Board and the public.

The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.

[Adoption date: October 21, 2010]

(Revision date: April 20, 2017)

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

Clear Fork Valley Local School District, Bellville, Ohio

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  
KJ, Advertising in the Schools

## 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.

Substitutes 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 physicians 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: June 29, 2010]

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

## PRINTING AND DUPLICATING SERVICES

All District personnel are assured that the complete facilities of the District are available to assist them in their educational assignments. These "complete facilities" include machines for the reproduction of the written and spoken word and films either in single or multiple copies. All personnel, both certified and classified, are reminded that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical and are cautioned that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the District.

1. For the protection of individual staff members and the District against legal redress for alleged violations of the copyright laws, the person reproducing copyrighted material must be certain that the proposed use is an authorized or permitted use.
2. When an individual is not certain, he/she should contact the principal in order to ascertain whether copying falls under "permitted use."
3. If not, the principal may request permission to reproduce materials from copyright holders.
4. Copyrighted materials will not be reproduced unless the publisher has authorized such reproduction in writing.
5. Students do not reproduce copies without the express permission of the building principal.
6. Staff members from one building do not make use of duplicating materials or supplies from other buildings without obtaining prior permission of the building principal in which the duplicating service is sought.

[Adoption date: August 14, 2000]

## COPYRIGHT

The Board conforms to existing Federal 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 Federal 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.

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 **use or** reproducing of copyrighted materials complies with Federal guidelines or is permissible under Federal law shall contact the Superintendent/ designee.

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

LEGAL REFS.: U.S. Const. Art. I, ° 8  
Copyright Act; Pub. L. No. 94-533; 17 USC °101 et seq.

CORSS REFS.: IIA, Instructional Materials  
IIAC, Library Materials Selection and Adoption

## 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

5. 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.)

6. 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

7. Authorized reproduction and use of copyrighted audio-visual material

- A. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures or video-taping 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.
- B. 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.
  - 1) The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
  - 2) Recordings may be used in classroom or instructional settings as an educational activity or at a PTA Meeting, Board of Education Meeting or similar activity.
  - 3) Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.

- 4) 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.
8. Authorized reproduction and use of copyrighted materials in the library
    - A. 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.
    - B. A library may provide a single copy of copyrighted material at cost to a student or staff member.
      - 1) 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.
      - 2) 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.
    - C. 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.
  9. Copying limitations
    - A. 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.
    - B. The following prohibitions have been expressly stated in Federal guidelines:
      - 1) Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
      - 2) 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.
      - 3) Personnel shall not:
        - a. use copies to substitute for the purchase of books, periodicals, music recordings or other copyrighted material, except as permitted by District procedure;

- b. copy or use the same items from term to term without the copyright owner's permission;
- c. copy or use more than nine instances of multiple copying of protected material in any one term;
- d. copy or use more than one short work or two excerpts from works of the same author in any one term or
- e. 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

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

10. 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.

- A. The ethical and practical implications of software copyright violations will be taught to all employees and students using District computer facilities and software.
- B. 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.
- C. Wherever possible, efforts will be made to secure software from being duplicated from floppy disks, hard drives or networked systems.
- D. Illegal copies of copyrighted software shall not be made or used on District equipment.
- E. District administrators shall be designated as the only individuals who may sign license agreements for educational software used on District computers.
- F. Documentation of licenses for software used on District computers will be located at the site where the software is being used.

11. Unsupervised copy equipment

- A. The following notice, in large type, shall be affixed to all District copying equipment (Xerox, Thermofax, audio-tape recorder, video-tape 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.

12. Library copying for students or staff

- A. 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.

- B. 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: August 14, 2000]

(Revision date: April 21, 2011)

## MAIL AND DELIVERY SERVICES

A mail service system is maintained within the District in order that in-District communications and communications from outside sources may be delivered to the intended recipient in the most practical way.

1. The use of District mail facilities and personnel for the distribution of materials and communications are restricted to those materials and communications that further the educational purposes of the District.
2. Political materials are not distributed through District mail boxes or school mail systems unless received through the United States mail.

[Adoption date: August 14, 2000]

## TELEPHONE SERVICES

Telephone service is available in each school office as a convenience to staff members in conducting school business.

1. School telephones are to be used primarily for school business.
2. Students and staff members may use school telephones for emergency personal business in accordance with guidelines established by the building principal.
3. School telephones may be used for long distance school business calls only upon the express approval of the building principal.
4. School telephones may be used for long distance emergency personal calls only upon the express approval of the building principal and only if charged to a nonschool member.
5. Principals are responsible for controlling the use of school telephones and for accounting for all long distance calls made from their building.

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 3313.20  
OAC 3301-35-03

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

## TELEPHONE SERVICES

The administration has established the following regulations for the appropriate use of District owned cellular telephones and other communication devices.

1. The Superintendent/designee approves the request by an employee for a cellular telephone or other communication device prior to purchase. The requesting employee provides the justification for purchase.
2. The Treasurer's office facilitates the purchase of all cellular telephones or other communication devices in accordance with applicable State laws and District policies including the selection of cellular carriers and identification of costs for equipment and rate plans.
3. The following approvals are required for the purchase of additional, supplemental or replacement equipment.
  - A. Board President/designee for the Superintendent or
  - B. Superintendent/designee for other staff members.
4. The Treasurer/designee selects the rate plan which best meets the needs of the user considering the position of the user and the requirements for out-of-office duties.
  - A. The Treasurer/designee researches and establishes acceptable rate plans for consideration that meet the mission of the District.
  - B. The Treasurer/designee is responsible for making appropriate changes or adjustments to rate plans.
  - C. Detailed billing, delineating all calls placed and received, is required for all cellular telephones and/or communication devices.
5. The Treasurer/designee, as a minimum, completes an annual review of all cellular telephones or communication devices in order to determine if the:
  - A. phones are being used appropriately and frequently enough to justify continued use and
  - B. rate plan(s) assigned are appropriate for the type of use required.



6. Each user of a cellular telephone or communication device is responsible for reviewing their monthly billing/statement to verify all charges.
  - A. All District-related long distance calls are clearly delineated and initialed.
  - B. Monthly billings/statements are forwarded to the Treasurer's office in a timely manner to ensure prompt payment. The District is not responsible for late fees or finance charges.
7. If the total of the monthly billing exceeds the base plan, the employee reimburses the District for the difference less any District-related long distance and roaming charges.
8. 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.)
9. 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.
10. 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:
  - A. near combustible fuels (or similar products) or supply sources;
  - B. when operating a motor vehicle;
  - C. near public safety equipment
  - D. at or near any other location where the safety of citizens or facilities can be compromised;
  - E. in any location where use is stated or posted as being inadvisable or unlawful or
  - F. in any location deemed inappropriate or unsafe.

11. Violations of the cell phone rules may result in disciplinary action up to and including termination of employment.

[Approval date: December 13, 2004]

## 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 District 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 District Records Commission is composed of the Board President, the Treasurer and the Superintendent and meets at least once every 12 months.

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

The Superintendent designates a Records Officer in each department/building who is responsible for all aspects of records retention, including electronic mail, within that department/building.

When the District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio History Connection (OHC) for review. The OHC will review the application or schedule within a period of 60 days. During this time, the OHC may select for its custody any records it considers to be of a continuing historical value. The OHC will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the OHC has completed their review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

Before public records are disposed of pursuant to an approved schedule, the District must inform OHC of the disposal of only the records that OHC has requested to see. OHC is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.<sup>2</sup>

### Electronic Mail and Social Media Content

Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to public disclosure or inspection under the Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District's official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District records retention schedule.

All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all public electronic mail and social media public 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: August 14, 2000]

(Revision date: January 8, 2009)

(Revision date: August 11, 2016 )

LEGAL REFS.:           Family Educational Rights and Privacy Act; 20 USC 1232g et  
                                  seq.  
                  ORC 9.01  
                                  149.011; 149.35; 149.381; 149.41; 149.43  
                                  3313.29  
                                  3319.321  
                                  3701.028  
                                  History Connection Form RC-1  
                                  History Connection Form RC-2  
                                  History Connection Form RC-3

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 any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), 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 Ohio History Connection may not review or select for its custody the records set forth in ORC Section 149.381(E).

## DATA AND RECORDS RETENTION

The district records commission shall consist of the Board president, Treasurer and Superintendent. The Treasurer shall serve as chairman/secretary of the records commission.

The district records commission shall develop a schedule of record retention and disposal (RC-2). Said schedule shall be approved by the Ohio Historical Society and the State of Ohio Auditor's Office.

The commission designates the following personnel as records officers and will communicate with them in regards to matters related to record retention and disposal:

Area	Record Officer(s)
Central Administration	Superintendent's Secretary Business-Office Manager Personnel-Office Manager
Fiscal Operation	Treasurer
Special Services	Building Principals
Food Services and Transportation	Director of Support Services
Schools	Building Secretary
HS Guidance	Guidance Secretary

### Procedures for Records Disposal

1. The district records secretary will initiate procedures to dispose of records according to the approved RC-2 schedule.
2. A notice from the district records secretary and copies, as needed, of the certificate of records (RC-3) disposal form will be distributed to those designated as records officers. (Instructions are on the back of the form.)
3. Records officers are to list those eligible, disposable records on the certificate of records (RC-3) disposal form according to our schedule.
4. The completed certificate of records (RC-3) disposal form is to be returned to the district records secretary.
5. After the certificates of records (RC-3) disposal form have been reviewed by the district records secretary, they will be forwarded to the district records commission for action as its annual meeting. Minutes will be kept.

6. The certificates of records (RC-3) form will be returned to the district records secretary, who will forward copies of same as follows:

Original- Forward original to Ohio Historical Society Network Specialist for your County. See attached map to determine your County Records Specialist.

Copies- Keep one copy with your Records Commission files.

Ohio Historical Society Records Specialist will make and send a copy of State Auditors office on your behalf. You do not need to send a copy to the State Auditor's office.

7. Fifteen days must have elapsed after forwarding copies to the Ohio Historical Society before destroying. The district records secretary will make arrangements through the business office for the maintenance staff to pick up all records and take them to a local recycling center for shredding, or disposal in their vaults. An attempt will be made to keep this to one or two days so they are all handled at the same time.
8. A copy of the records officers certificate of records (RC-3) disposal form should be maintained by them for their records.
9. "Document imaging" may be substituted for "microfilming" when considering records retention and disposition.

#### DATA AND RECORDS RETENTION (Electronic Mail)

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

Retention of 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.

#### 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 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 month, 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 District 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 District 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 District Archives for their possible retention and destruction.

[Approval date: August 14, 2000]

(Revision date: January 8, 2009)



## 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 administers 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: August 14, 2000]

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

CROSS REFS.: BHE, Board Member Insurance  
GCBC, Professional Staff Fringe Benefits  
GDBC, Classified Staff Fringe Benefits  
JHA, Student Insurance Program