

SECTION E: SUPPORT SERVICES

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## 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 for the overall educational program, the Board develops goals that include a:

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

## SAFETY PROGRAM

The Board is concerned with 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 periodically.

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

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

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

CROSS REFS.: EA, Support Services Goals  
EEAC, School Bus Safety Program  
GBE, Staff Health and Safety  
IGAE, Health Education  
JHF, Student Safety

## FIRST AID

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

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: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

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

## FIRST AID

The following requirements shall be adhered to by all personnel.

1. A school nurse or other trained person is responsible for administering first aid. 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 student.
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 meet all requirements of the State Board of Education.

(Approval date: May 10, 2012)

## BLOODBORNE PATHOGENS

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

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

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

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

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

LEGAL REFS.: 29 CFR 1910.1030

ORC 3707.26

Public Employment Risk Reduction Act; ORC 4167.01 et seq.

CROSS REFS.: EBBA, First Aid

EBC, Emergency/Safety Plans

JHCC, Communicable Diseases

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

## EMERGENCY/SAFETY PLANS

The Board acknowledges that the safety and wellbeing 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 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 not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

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

A copy of the school building's current comprehensive safety plan and blueprint is filed with the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. A copy of each school building's current comprehensive safety plan and floor plan is filed with the Ohio Attorney General. 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 administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive safety plan to be updated every three years and within 90 days whenever a major modification to an individual school building necessitates changes in that building's plan.

[Adoption date: July 10, 2008]

[Re-adoption date: May 10, 2012]

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.: EBBA, First Aid  
EBBC, Bloodborne Pathogens  
ECG, Integrated Pest Management  
EEAC, School Bus Safety Program  
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, Visitors to the Schools  
Emergency/Safety Plans Handbook



## EMERGENCY CLOSINGS

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members. It is understood that the Superintendent takes such action only after consultation with transportation and weather authorities.

In the event that the Superintendent/designee shortens the school day by no more than two hours due to hazardous weather, either at the beginning or the end of the given school day, that day will not be designated a calamity day.

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

Prior to September 1 of each year, the Board adopts a resolution specifying a contingency plan under which the students make up days the schools were closed because of calamity days. These make-up days are beyond the number of calamity days provided for by law.

The contingency plan cannot in any way conflict with the collective bargaining agreement.

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

LEGAL REFS.: ORC 3313.48; 3313.481; 3313.482; 3313.88  
3317.01  
OAC 3301-35-06

CROSS REFS.: EBC, Emergency/Safety Plans  
ID, School Day

CONTRACT REFS.: Teachers' Negotiated Agreement

## VANDALISM

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

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

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

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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 Expuls

## 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 to:

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

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

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

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

[Adoption date: May 10, 2012]

LEGAL REFS.: Public Employment Risk Reduction Act; ORC 4167.01 et seq.  
ORC 921.01; 921.06; 921.16; 921.18  
OAC 901:5-11-14 and 5-11-15

CROSS REFS.: EB, Safety Program  
EBC, Emergency/Safety Plans  
GBE, Staff Health and Safety

## INTEGRATED PEST MANAGEMENT (Site Plan)

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

### Comprehensive Site Assessment

Conduct a comprehensive site assessment that identifies the:

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

### Service Plan Determination

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

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

### Ongoing Monitoring and Assessment

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

Evaluation and Reassessment

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

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

(Approval date: May 10, 2012)

INTEGRATED PEST MANAGEMENT  
(Use of Pesticides)

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

Pesticide Use When School Is Not in Session

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

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

Pesticide Use When School Is in Session

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

1. persons other than the applicator and necessary school staff are not scheduled to be in the treatment area during treatment, and for the longer of four hours or the minimum time specified on the pesticide's label, as measured from the time the pesticide application is complete and
2. the entrance to the area where the pesticide is applied is posted with a sign including the following:
  - A. the sign shall measure at least 8 ½ inches by 11 inches and
  - B. the sign is printed with letters at least 1 inch in height stating: "Pesticide Treatment Area. Do not enter before (date and time when re-entry is permitted)."

Exempted Pesticides

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

1. manufactured paste or gel balls;

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

### Pesticide Documentation

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

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

### Prior Notification

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

The District's plan for prior notification includes:

1. the method of notification as determined by the school, which may include but not be limited to email and listserv methods and

2. if special circumstances prevent prior notification, notification will be made as soon as possible and the notice shall explain the reasons why advance notice was not provided.

Exempt pesticides need not comply with the notice requirements.

#### District Contact, Records and Documentation

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

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

(Approval date: May 10, 2012)



COMPUTER/ONLINE SERVICES  
(Acceptable Use and Internet Safety)

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

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

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

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

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

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

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

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

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

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

Any person who brings his/her own device to use on District property will abide by all rules and regulations of the District, regardless of whether he/she is using the District's network or a third party network.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

[Adoption date: May 10, 2012]

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 Harassment  
GBCB, Staff Conduct  
GBH, Staff-Student Relations (Also JM)  
IB, Academic Freedom  
IIA, Instructional Materials  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
Staff Handbooks  
Student Handbooks

COMPUTER/ONLINE SERVICES  
(Acceptable Use and Internet Safety)

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

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

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

(Approval date: July 5, 2000)

(Re-approval date: May 10, 2012)

## 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.

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

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

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

### Transportation to Community, STEM and Private Schools

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

CROSS REFS.: EEAA, Walkers and Riders  
EEAC, School Bus Safety Program

## WALKERS AND RIDERS

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

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

The Board may create exceptions to the established areas when:

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

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

CROSS REF.: EEA, Student Transportation Services

## SCHOOL BUS SAFETY PROGRAM

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

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

CROSS REFS.: EB, Safety Program  
EEA, Student Transportation Services  
GBQ, Criminal Records Check



## STUDENT CONDUCT ON SCHOOL BUSES

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

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

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)  
JG, Student Discipline  
Staff Handbooks  
Student Handbooks

## STUDENT CONDUCT ON SCHOOL BUSES

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom);
4. reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. 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;
6. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. refrain from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden) and
11. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The 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: May 10, 2012)

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 federal 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: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

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

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

School bus drivers and others required to hold a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of 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 State or local law for a moving-traffic violation arising from the accident.

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

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

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

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

#### Random Tests

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

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

#### Reasonable Suspicion Tests

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

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

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

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

### Return-to-Duty Tests

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

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

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

### Follow-Up Tests

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

### Records

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

### Notifications

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

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

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

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

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

The Board or 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: July 5, 2000)

(Re-approval date: May 10, 2012)

## SCHOOL BUS IDLING

The Board is committed to transporting students on school buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that accumulated emissions from 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 10 minutes.

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: July 10, 2008]

[Re-adoption date: May 10, 2012]

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

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

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

FOOD SERVICES MANAGEMENT/  
FREE AND REDUCED-PRICE FOOD SERVICES

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

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

The food services 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 services 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-fifth of the students are eligible under Federal law for free meals;
2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;
3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards;
5. the management of food services complies 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 when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

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

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

### Students with Special Dietary Needs

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

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

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

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are 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: May 9, 2006]

[Re-adoption date: May 10, 2012]

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

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

## 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 and beverages sold in the schools are determined by their potential to contribute significantly to the:
  - A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture;
  - B. provisions of the District's student wellness program and
  - C. nutritional guidelines established by State law.
2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:
  - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and
  - B. specifying the time and place each type of food or 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 day.

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 and beverages to be sold to staff members and for special or extracurricular events.

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

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



## STUDENT WELLNESS PROGRAM

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

The student wellness program:

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

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

[Adoption date: May 10, 2012]

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

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

## FOOD ALLERGIES

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

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

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

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

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

[Adoption date: May 10, 2012]

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

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

## TELEPHONE SERVICES

District telephones are provided for official school use. In order to permit staff members to make necessary personal calls with minimum loss of time, certain telephones may be used for personal calls. Staff members making personal calls are responsible for and shall pay any long distance and/or toll charges.

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

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

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

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

[Adoption date: July 5, 2000]

[Re-adoption date: May 10, 2012]

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

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

## TELEPHONE SERVICES

When personal cellular phones are used by certain employees who are required to use a cellular phone, the District will pay the employee who does not require a school cellular phone, but uses their personal cellular phone for business purposes, a stipend of \$10 per month for bus drivers and \$40 for administrators, technology coordinator and maintenance supervisor for the months of service.

Employees covered by this policy are bus drivers (10 months of service), maintenance supervisor, administrators, and technology coordinator. The reimbursement will be paid at the end of the service year upon the submittal of the required request for Cellular Phone Reimbursement form.

(Approval date: June 10, 2003)

(Re-approval date: April 8, 2010)

(Re-approval date: November 10, 2011)

(Re-approval date: May 10, 2012)

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

The function of the commission is to review applications for one-time records disposal and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the 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.

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 District records have been approved for disposal, the Records Commission sends a list of such records to the Auditor of State. If he/she disapproves the action by the commission, in whole or in part, he/she so informs the commission within a period of 60 days, and these records are not destroyed. Before public records are disposed of, the Ohio Historical Society is informed and given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.<sup>2</sup>

### Electronic Mail

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

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

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

[Adoption date: July 5, 2000]  
[Re-adoption date: May 10, 2012]

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

CROSS REFS.: GBL, Personnel Records  
JO, Student Records  
KBA, Public's Right to Know

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

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

## DATA AND RECORDS RETENTION (Electronic Mail)

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

Retention or disposition of email 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 email messages may vary considerably, the content must be evaluated to determine the length of time messages must be retained.

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

### Non-Record Messages

Email 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 email 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

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

1. Transient Messages: This type of email 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: Email 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 that are answered by standard form letters.

Retention: 6 months, then destroy

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

Retention: 1 year, then destroy

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

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

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

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

Retention: 2 years, then transfer to State Archives

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

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

(Approval date: May 10, 2012)