

SECTION E: SUPPORT SERVICES

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SECTION E: SUPPORT SERVICES
(Continued)

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*These topics are currently covered by Board policy.

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 will 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: June 29, 2005]

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

SAFETY PROGRAM

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

The Superintendent/designee has responsibility for the safety program of the District and develops written procedures to comply with the Public Employment Risk Reduction Act (PERRA) 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, fire prevention, in-service training and emergency procedures appropriately geared to students at different grade levels.

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

[Adoption date: June 29, 2005]

LEGAL REFS.: Public Employment Risk Reduction Act; ORC 4167.01 et seq.
ORC 2744
3313.60; 3313.643
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

THIS IS A REQUIRED POLICY

REPORTING OF HAZARDS

The Board is concerned for the safety of students and staff members 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 will:

1. identifies potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP officer with material safety data sheets (MSDS);
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 MSDS 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 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 maintain accurate records for each employee at risk for occupational exposure including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

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

Asbestos Hazards

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

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

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

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

Occupational Exposure Training

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

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks/procedures or institution of new tasks/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. Such 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 consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

[Adoption date: June 29, 2005]

[Revision date: March 24, 2010]

LEGAL REFS.: 29 CFR 1910.1030

Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.

Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.

Comprehensive Environmental Response, Compensation and Liability Act;
42 USC 9601 et seq.

ORC 3313.643; 3313.71; 3313.711; 3313.719

3327.10

4113.23

4123.01 et seq.

Public Employment Risk Reduction Act; ORC 4167.01 et seq.

CROSS REFS.: EB, Safety Program

EBBC, Bloodborne Pathogens

EBC, Emergency/Safety Plans

ECG, Integrated Pest Management

GBE, Staff Health and Safety

FIRST AID

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

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

[Adoption date: June 29, 2005]

LEGAL REFS.: ORC 2305.23
3313.712
OAC 3301-27-01; 3301-27-02; 3301-35-06

CROSS REFS.: EB, Safety Program
JHCD, Administering Medicines to Students
Emergency Medical Form
Staff Handbooks

THIS IS A REQUIRED POLICY

FIRST AID

The following requirements shall be adhered to by all personnel.

1. A school nurse or other trained person is responsible for administering first aid in each building. Although each nurse is assigned a school or group of schools for providing regular nursing services, a nurse is subject to call from any school if needed. An emergency medical service will be called in case of serious illness or injury.
2. The parents of all students are asked to sign and submit an emergency medical authorization form which indicates the procedure they wish to be followed in the event of a medical emergency involving their child. The forms are kept readily accessible in the principal's office 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 or junior high student who is ill or injured is sent home alone. Senior high students may be sent home if the illness is minor and the parents, have been informed in advance.
6. Board-approved procedures are followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes. Coaches and trainers meet all requirements of the State Board of Education.

(Approval date: June 29, 2005)

EMPLOYEE ACCIDENT/EXPOSURE REPORT

(This form meets OSHA 301 requirements)

Employer: _____

Case No: _____

Please complete this form accurately and completely. If you need more space, attach an additional sheet, clearly noting the item(s) you are continuing. Completing this form will not necessarily initiate a claim for Workers' Compensation insurance.

Injured Employee Name: F: _____ MI: _____ L: _____

Job/Trade: _____

Home Address (street & apt.): _____

Work Site/Building: _____

Home Address (city, state, zip): _____

Social Security No: _____

Home Telephone No.: _____ Work Tel. No.: _____

Date of Birth: _____ Sex: M F

Date incident occurred: _____ Time occurred: _____

Date/time work began: Date: _____ Time: _____

Date first reported: _____ Time reported: _____

To whom reported? _____

Date last worked: _____

Date returned to work: _____

Location and address of incident: _____

1. Describe in full how the incident happened (including what employee was doing before and at the time of the incident, and any tools, equipment or materials being used): _____

2. Describe the injury or illness and the parts of the body affected: _____

3. Select either injury or an illness (choose only one): Injury: ☐ Skin Disorder: ☐ Respiratory Condition: ☐ Poisoning: ☐ Other Illness: ☐
4. Did an object or substance cause injury? Yes No If yes, describe object/substance: _____
 If object, did it penetrate the body? Yes No
 If yes, was it removed from the body? Yes No If yes, who has the object? _____
5. Select either injury or an illness (choose only one): Yes No If yes, describe equipment: _____
 Did the equipment fail? Yes No If yes, describe failure: _____
6. Classify incident (choose only one): Slip, trip or fall: ☐ Assault, fight, or violent act: ☐ Hazardous/harmful substance: ☐
 Transportation accident: ☐ Collision with object: ☐ Human, animal, or insect bite: ☐
 Overexertion: ☐ Collision with human: ☐ Other: ☐

IN ADDITION, FILL OUT THIS SECTION IF THE INCIDENT INVOLVED AN EXPOSURE TO SOMEBODY ELSE'S BLOOD OR BODY FLUIDS

To what body fluid was employee exposed? _____ Due to a bite: Yes No

What part(s) of the body became exposed? _____ For how long? _____

Name of source individual(s): _____

Name of guardian of source individual(s): _____

Was first aid given in the field? Yes No If yes, describe first aid given: _____

By whom: _____ Title: _____

Did employee seek medical attention: Yes No If yes, date of medical attention: _____ Admitted to hospital? Yes No

If yes, doctor/clinic/hospital giving treatment: _____ Treated in emergency room: Yes No

Employee current on Hepatitis B immunization? Yes No Employee current on Tetanus immunization? Yes No

Witnesses to the incident: 1. _____ 3. _____

2. _____ 4. _____

Signature of injured employee: _____ Date signed: _____ Supervisor: _____

Completed by (if not employee): _____ Title: _____ Date Completed: _____

EMPLOYEE ACCIDENT AND EXPOSURE REPORTING PROCEDURES

The following procedures are applicable to all accidents, injuries, near misses and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, call the Central Office at 549-4777 option 3.

Step 1: Your health is the first priority! Don't hesitate to seek professional care for a medical emergency.

A medical emergency is defined as: a) medical services required for the immediate diagnosis or treatment of a medical condition that if not immediately diagnosed or treated could lead to a serious physical or mental disability or death, or b) medical services that are immediately necessary to alleviate severe pain.

Step 2: IMMEDIATELY call 549-4777 option 3 (Central Office) AND fill out and submit the employee accident/exposure report.

Fill out the paper form and fax (549-4744) the completed form immediately to the Central Office. Paper forms are available in all school offices and online through the district website under EBBB-E.

The employee accident/exposure report should be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee.

KEY CONTACT INFORMATION
COMPMANAGEMENT HEALTH SYSTEMS, INC.

Medical Management Information	Medical Bill Payment Information	Other Important Information
FAX Medical Information: <ul style="list-style-type: none">1-800-334-4229 MAIL Medical Information: <ul style="list-style-type: none">CHS PO Box 1040 Dublin, OH 43017 Prior Authorization: <ul style="list-style-type: none">Fax C-9 form to 1-800-334-4229	MAIL Medical Bills: <ul style="list-style-type: none">CHS PO Box 1040 Dublin, OH 43017 Billing Questions: <ul style="list-style-type: none">Call CHS Customer Service Toll free 1-888-247-7799	Prescriptions: <ul style="list-style-type: none">For questions regarding prescriptions, contact SXC Health Solutions, toll-free at 1-800-OHIOBWC, press zero (0), select option three (3) Provider Search & Injury Reporting: <p>Visit www.chsmco.com for online injury reporting and provider searches</p>

ADDITIONAL REQUIREMENTS FOR BLOOD EXPOSURES

If you are exposed to the body fluids of another person, the following documents must be given to the health care provider.

1. A copy of the district Bloodborne Pathogens Exposure Control Plan.
2. A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030).
3. A copy of the completed Employee Accident/Exposure Report.
4. Results of the source individual's blood testing (if applicable).
5. All medical records applicable to treatment of the employee, including vaccination status.

For additional information regarding the procedures associated with an exposure to the body fluids of another person, the employee should read the district Bloodborne Pathogens Exposure Control Plan available on the district website under Policy EBBC.

BLOODBORNE PATHOGENS

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

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

To reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan.

The plan shall include periodic in-service training for staff and students; first-aid kits in each school building and each student transportation vehicle; 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: June 29, 2005]

LEGAL REFS.: 29 CFR 1910.1030
Public Employment Risk Reduction Act; ORC 4167.01 et seq.

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

THIS IS A REQUIRED POLICY

* 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) and human immunodeficiency virus (HIV).

EMERGENCY/SAFETY PLANS

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

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

Comprehensive School Safety Plans and Drills

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

The comprehensive 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.

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.

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 buildings' 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 District's comprehensive safety plan must 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.

Administrative Rules/Protocols

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

1. A list of dangerous or recalled products.
2. Radon rules or protocols including evidence that the school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding bloodborne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive 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. Material safety data sheets for every hazardous chemical used in the school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the central office of each building.)
 10. Protocols on staff and student hand washing.
 11. No-smoking signs.
 12. The District's integrated pest management policy.
 13. Protocols for using automated external defibrillators (AEDs).
 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: June 29, 2005]

[Revision date: March 24, 2010]

LEGAL REFS.: ORC 149.433
2305.235
2923.11
3301.56
3313.20; 3313.56; 3313.71; 3313.78
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
ECA, Buildings and Grounds Security
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

THIS IS A REQUIRED POLICY

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 at least annually 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; 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: June 29, 2005]

(Revision date: May 18, 2011)

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

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

JHCC, Communicable Diseases

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

NOTE: *In accordance with Federal law, a school district's exposure control plan must contain the following elements:*

- 1. the exposure determination containing the following:*
 - A. a list of all job classifications in which all employees in those job classifications have occupational exposure;*
 - B. a list of job classifications in which some employees have occupational exposure and*
 - C a list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed in letter B above.*

The exposure determination must be made without regard to the use of personal protective equipment.

- 2. the schedule and method of implementation for:*
 - A. methods of compliance;*
 - B. HIV and HBV research laboratories and production facilities;*
 - C hepatitis B vaccination and post-exposure evaluation and follow-up;*
 - D. communication of hazards to employees and*
 - E. record-keeping; and*
- 3. the procedure for the evaluation of circumstances surrounding exposure incidents.*

In addition, the exposure control plan must be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

THIS IS A REQUIRED POLICY

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. 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 excess calamity days by increasing the length of one or more school days in increments of one-half hour.

[Adoption date: June 29, 2005]

[Revision date: March 24, 2010]

LEGAL REFS.: ORC 3313.48; 3313.482; 3313.483; 3313.642
3317.01
3737.73
OAC 3301-35-06

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

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

THIS IS A REQUIRED POLICY

Manchester Local School District, Manchester, OH

EMERGENCY/SAFETY PLANS
(Administrative Rules/Protocols)

The Board directs the Superintendent/designee to prepare and maintain comprehensive emergency/safety plans and administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office and produced during board of health inspections.

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. Material 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 (AEDs).
 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.

(Approval date: May 18, 2011)

CRISIS MANAGEMENT

A crisis can occur at any time and has 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 crises 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 proactive in preparing for possible crises, the Board directs the Superintendent to prepare a Crisis Management Plan which addresses:

1. the primary goal of preventing a crisis from occurring;
2. appropriate means of dealing with a crisis 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 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.

Automated External Defibrillators (AEDs)

Because the Board recognizes that medical emergencies may occur that justify the use of AEDs, the Board may acquire and maintain this equipment for use by qualified staff members. Only those staff members documented as having completed the required training are authorized to use an AED.

AEDs are maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee.

[Adoption date: June 29, 2005]

LEGAL REFS.: ORC 2305.235
3313.20; 3313.717
3314.16
3701.85

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

BUILDINGS AND GROUNDS SECURITY

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

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

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

Surveillance Equipment

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

1. Cameras

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

2. Metal Detectors

When there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors. The Board directs the administration to develop regulations for the use of detectors.

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

[Adoption date: June 29, 2005]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Family Educational Rights and Privacy Act; 20 USC Section 1232g
U.S. Const. Amend. IV
ORC 149.41; 149.43
1347.01 et seq.
3313.20

CROSS REFS.: EBC, Emergency Plans
JFCJ, Weapons in the Schools
JFG, Interrogations and Searches
JO, Student Records
KK, Visitors to the Schools

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 District 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 authority to sign such complaints and to press charges, as he/she sees fit.

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: June 29, 2005]

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

TRAFFIC AND PARKING CONTROLS

Although District grounds are public property, the Board has the responsibility for protecting District property and for assuring the safety of all persons on the grounds. Therefore, the Board directs the Superintendent/designee to set up controls related to driving and parking on District property, as well as the use of District grounds and facilities by the public.

Parking is prohibited on school property without the appropriate parking sticker for any purpose other than for attendance at school activities or for employees while performing their assigned duties. Parking space is limited; therefore, rules are promulgated to permit maximum utilization of space and safe traffic flow and provide for appropriate fire lanes. Parking areas will be designated and maintained for handicapped persons as mandated by law.

Appropriate signs for accommodating the flow of traffic on school roadways are placed to facilitate traffic flow around buildings. “No Overnight or Unauthorized Parking” signs will be placed at various building parking areas for security and safety reasons.

Licensed vehicles with the exception of District and police vehicles may be operated only on areas designated for traffic and parking. A maximum speed of 15 miles per hour, unless posted otherwise, will be observed at all times.

[Adoption date: May 18, 2011]

LEGAL REF.: ORC 3313.20

CROSS REFS.: ECA, Buildings and Grounds Security
KGB, Public Conduct on District Property
KK, Visitors to the Schools
Staff Handbooks
Student Handbooks

INTEGRATED PEST MANAGEMENT

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: June 29, 2005]

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

CROSS REFS.: EB, Safety Program
EBBC, Bloodborne Pathogens
GBE, Staff Health and Safety

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 to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. 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 lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

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: June 29, 2005]

(Re-adoption date: August 24, 2005)

(Revision date: May 18, 2011)

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 1329.54 through 1329.67

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
IIBG, Computer-Assisted Instruction
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Staff Handbooks
Student Handbooks

NOTE: The Children's Internet Protection Act (CIPA) requires school districts that receive federal funds to purchase computers, direct access to the Internet under the Elementary and Secondary Education Act or receive federal universal e-rate service discounts and Internet connections services under the Communications Act to adopt, implement and maintain computer use policies that address these issues:

1. access by minors to "inappropriate" material on the Internet and World Wide Web;
2. safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
3. unauthorized access, including "hacking" and other unlawful activities by minors online;
4. unauthorized disclosure, use and dissemination of personal information regarding minors and
5. measures designed to restrict access to materials deemed "harmful to minors."

In addition, the popularity of social networking websites has made it necessary for administrators to address the access of these sites on district property. Specific language restricting use, along with the disciplinary penalties imposed on offenders, should be placed in staff and student handbooks.

Additional policy language addressing social networking is found in GBH (Also JM), Staff-Student Relations and IIBH, District Websites.

THIS IS A REQUIRED POLICY

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

Guidelines – Technological Resources for Students

The Board has authorized the purchase and installation of technological resources for the specific purpose of facilitating the implementation of the educational program of the District. These resources include, but are not limited to:

1. school-based computer networks
2. District-wide computer networks
3. stand alone computers
4. peripheral devices (laser disk players, videocassette recorders and players, televisions, telephones, scanners, printers)
5. Internet access
6. licensed software, CD-ROM programs and videocassettes
7. databases of information compiled by the District

Authorization to Use District Technology

Any student in grades 7-12 or community member who seeks to use the technological resources of the District must sign a Technology Use Agreement, which is kept on file with the District. This agreement authorizes the signer to use the District's resources. In addition, all students under the age of 18 must have a signed parent/guardian consent form.

Prohibited Uses of District Technology

All users of the District's technology are expected to adhere to the following prohibitions as outlined in District policy:

1. attempting to bypass the school's content management filter (i.e., Anonymous Proxy Servers, Backdoors, etc.);
2. personal use of the District's technological resources, including the development of bulletin boards and chat groups;
3. using technology for illegal activities as outlined in Federal and State laws and network provider policies and licenses;
4. disrupting or damaging equipment, software or the operation of the system;
5. vandalizing the account, work or data of another user;

6. gaining unauthorized access to another account, confidential school records or the system operation;
7. utilizing another user's account or name without permission;
8. using abusive or obscene language, sending hate mail or harassing another individual;
9. obtaining pornographic text, graphics or photographs;
10. sending or receiving material that is racist, sexist or offensive to the religious beliefs of people;
11. creating or installing a computer virus and hacking;
12. using technology for personal, financial or business gain;
13. installing or using personal software on any computer in the District;
14. changing the configuration of an individual computer or network;
15. downloading software;
16. logging on the Internet or sending e-mail using a fictitious name;
17. e-mail broadcasting or spamming or
18. using technological resources in political campaigns in local, state, federal or Board contests.

Network Etiquette and Child Safety

All users must conform to etiquette and safety guidelines generally accepted by the computer community at large. This includes the use of polite language when communicating electronically. Users must also be aware that electronic mail is not private and may be subject to screening by system operators.

All documents developed and/or sent or received via e-mail by any user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, are purged by the teacher or system operator.

Users must never reveal personal information about themselves or others. This includes age, home addresses and home telephone numbers. Users must never agree to meet people in person that they have communicated with electronically. Users must report to a teacher or other District representative any information they access that appears dangerous or makes the user feel uncomfortable.

Policy Violations

All users who violate the policy, whether or not they have signed the Technology Use Agreement, are subject to disciplinary action and legal action. This includes warnings, suspension of user privileges, criminal prosecution and monetary restitution for damages that may have occurred.

(Approval date: June 29, 2005)

(Re-approval date: August 24, 2005)

THIS IS A REQUIRED REGULATION

MANCHESTER LOCAL SCHOOL DISTRICT
ACCEPTABLE USE POLICY

Student's Name (please print) _____
Last Name First Name

TECHNOLOGY USE AGREEMENT

Student Agreement

I have read, understood and will abide by the Acceptable Use Policy for District Technology of the Manchester Local School District, as printed in the aforementioned document. I also understand that a violation of the policy may result in the revocation of technology privileges, possible expulsion from the course involved, disciplinary action by the school or appropriate legal action if local, State or Federal laws are violated. I also understand that I and my parent/guardians will be responsible for reimbursement to the District for damage caused by misuse of technological resources. As a member of a community of learners, I recognize that I have the personal responsibility to report inappropriate uses of technology to the supervising staff member.

Student User's Signature

Grade

Date: _____

(Return to School)

Parent/Guardian Consent

As the parent/guardian of _____, I have read and understood the Acceptable Use Policy for District Technology of the Manchester Local School District. I have also read and discussed with my child, the implications of the student use agreement and the penalties involved for violating the agreement and have witnessed my child signing the document. I understand that the technological resources of the District are for educational use only and that the District has taken reasonable safeguards to prevent access by students to objectionable material. However, I also understand that it is impossible for the District to prevent unauthorized access to inappropriate information, and I will not hold the District responsible for any materials obtained through the use of the networks. I hereby give permission to my child to use the technological resources of the Manchester Local School District.

Parent's/Guardian's Name

STUDENT TRANSPORTATION SERVICES

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

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

Private School Transportation

The District provides transportation for students who attend private schools in compliance with State law. The Board has the authority to make payment to the parents of such students in lieu of transportation.

[Adoption date: June 29, 2005]

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: June 29, 2005]

LEGAL REFS.: ORC 3327.01; 3327.011

CROSS REF.: EEA, Student Transportation Services

SCHOOL BUS SAFETY PROGRAM

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

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

[Adoption date: June 29, 2005]

[Revision date: May 13, 2009]

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 REF.: EB, Safety Program
EEA, Student Transportation Services
GBQ, Criminal Record Check

NOTE:

School districts are encouraged to develop for distribution a drivers' manual that describes all the state requirements for drivers, as well as the local requirements of the transportation program, including the drivers' responsibilities for the care and maintenance of buses and other school vehicles.

THIS IS A REQUIRED POLICY

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 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 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.

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

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

[Adoption date: June 29, 2005]

[Revision date: May 13, 2009]

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

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JGA, Corporal Punishment
Student Handbooks

NOTE: The coding of this sample policy indicates that the identical policy is also filed in Section J, Students.

VIDEO CAMERAS 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 cameras on all school vehicles transporting students to and from curricular, cocurricular and extracurricular activities.

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

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

[Adoption date: June 29, 2005]

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

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

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

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

[Adoption date: June 29, 2005]

LEGAL REFS.: 49 USC 31136; 31301 et seq.
49 CFR 382.115
OAC 3301-83-07

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

THIS IS A REQUIRED POLICY

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 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 federal regulations after an accident on any driver who:

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

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

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

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

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

Random Tests

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

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

Reasonable Suspicion Tests

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

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

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

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

Return-to-Duty Tests

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

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

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

Follow-Up Tests

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

Records

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

Notifications

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

1. the person designated by the Board to answer driver questions about the materials;
2. categories of drivers who are subject to the drug and alcohol testing requirements;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required;
4. specific information concerning driver conduct that is prohibited;
5. circumstances under which a driver is tested for drugs and/or alcohol;
6. procedures that are used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;

9. consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 and
11. information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem; and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

Drivers inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Enforcement

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

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

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

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

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

(Approval date: June 29, 2005)

THIS IS A REQUIRED REGULATION

SPECIAL USE OF SCHOOL BUSES

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

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

Approved Nonroutine Use of School Buses

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

1. trips that are extensions of the instructional program as determined by the District or county board of mental retardation and developmental disabilities administration;
2. trips for the transportation of enrolled students directly participating in school-sponsored events. A "school-sponsored event" is defined as any activity in which students are participating and are under the direct supervision and control of a certified staff member or any advisor as designated by the Superintendent;
3. transporting of students taking part in summer recreation programs when such programs are sponsored by a recreation commission and there is an agreement between the Board and the recreation commission;
4. trips for transportation of the aged when contracted with a municipal corporation or a public or nonprofit private agency or organization delivering services to the aged;
5. trips for transportation of students and/or adults as approved by the Board to and from events within the local community which are school or local community sponsored (such events are open to the public);
6. emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services;

7. a civil emergency as declared by the governor;
8. transporting school employees engaged in approved employee improvement programs
or
9. transporting welfare reform participants and those participating in temporary assistance
programs in coordination with local human service providers.

[Adoption date: June 29, 2005]

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 programs and activities, including attending classes and programs at the JVS and ESC. 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. Students may be allowed to return home with their parents after a program or activity with prior written permission.

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 private vehicles driven by personnel under contract with the Board of Education used for transportation to and from student programs and 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: June 29, 2005]

[Revision date: January 26, 2011]

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: January 26, 2011]

**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 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

3314.03 3314.18

3326.11

OAC 3301-91-01 through 3301-91-08 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

NOTE: Each board of education participating in the National School Lunch Program shall report monthly the number of free lunches served by the district each month. The monthly report shall be submitted not later than the 10th of each month following the month being reported.

House Bill (HB) 1 (2009) requires all school districts, community schools and STEM schools to establish a written policy with respect to protecting students with peanut or other food allergies. In developing the policy, administrators must consult with parents, school nurses and other school employees, school volunteers, students and community members.

Details on food services management may be included in the Support Services Manual, Food Service section.

When a policy covers two topics that appear consecutively in the classification system, the terms and codes can be combined as illustrated on this page.

THIS IS A REQUIRED POLICY

FOOD SALE STANDARDS

Through its food service program, the Board has a responsibility to encourage students to form healthful eating habits. Many students tend to eat non-nutritious or “junk” foods, which contribute to tooth decay, poor health and childhood obesity. The Board enforces standards governing the types of food sold in the schools and the time and place at which each type of food 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 guidelines established by the U.S. Department of Agriculture and
 - B. provisions of the District’s student wellness program.
2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. The following restrictions should be enforced:
 - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period. The Board reserves the right to totally restrict the sale of non-nutritious foods and beverages in vending machines.
 - B. Bake sales and other school fundraising activities, involving food items may not be held during the school lunch period.
3. Annually, the food services supervisor reviews and recommends to the Board the types of foods 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: January 26, 2011]

LEGAL REFS.: ORC 3313.814
OAC 3301-91-09

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

NOTE: In light of the national concerns with poor health and childhood obesity, school districts should be particularly vigilant of the types of foods sold in the schools. School wellness plans and programs must include nutrition guidelines equal to the guidelines issued by the U.S. Department of Agriculture. In addition, (as of March 2010) work is currently being done on the federal level to establish national standards for all foods sold on school campuses throughout the school day.

THIS IS A REQUIRED POLICY

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: June 29, 2005]

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
7CFR 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

THIS IS A REQUIRED POLICY

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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
Student Handbooks

THIS IS A REQUIRED POLICY

STUDENT WELLNESS PROGRAM

The Board is committed to providing an environment that enhances learning and the development of lifelong health and fitness practices. This wellness policy is supported by these goals;

1. Child nutrition programs are accessible to all students of the District and comply with federal, state and local requirements. Emphasis is placed on offering a variety of foods, increasing dietary fiber and calcium and reducing fat, sodium and sugar. In addition, fresh fruits and vegetables are offered daily.
2. School menus are planned that include a balance between optimal nutrition and student acceptance. The nutritional value of school meals is evaluated, with meals averaging no more than 30% of total calories from fat. This evaluation is done weekly.
3. All foods and beverages made available for sale (including vending, concessions, a la carte and fundraising) during the school day are consistent with all state and federal guidelines. Options are selected that ensure optimal nutrition quality and foster healthful eating habits.
4. Parents and teachers are encouraged to provide a variety of healthy foods for classroom parties and snacks and offer no more than two items from the empty calorie groups.
5. All school-based activities are consistent with local wellness policy goals. (After school activities and athletic concessions are not affected by the beverage regulation.) Administrators, principals, teachers, staff and parent organizations do not serve or sell foods to students during school meal time.
6. While students are eating meals, the school provides a safe, comfortable and pleasing environment. Staff is encouraged to not use food and/or physical activity as a reward or punishment.
7. Professional development is provided for the school nutrition staff that fosters the promotion of healthy school meals. Nutrition and physical activity continue to be incorporated into the curriculum with professional development for support.
8. Students are introduced to meaningful and useful physical activities that will stay with them throughout their lives.
9. Schools provide/offer physical education classes to all students K-12 and promote physical activity for all grade levels. Extracurricular physical activity involvement is encouraged for all students grades K-12.
10. Continue to partner with YMCA to promote physical fitness for students, staff and community.

The wellness policy is Board-adopted, printed and added to school handbooks. These goals are measured in several methods including, but not limited to, effective school surveys, national school lunch/breakfast daily production records, daily lunch count/participation records and vending machine sales records.

(Approval Date: June 28, 2006)

STUDENT WELLNESS PROGRAM

The Board is committed to providing an environment that enhances learning and the development of lifelong health and fitness practices. This wellness policy is supported by these goals;

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(Approval Date: June 28, 2006)

Manchester Local School District, Manchester, Ohio

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: June 29, 2005]
(Revision date: May 18, 2011)

LEGAL REFS.: U.S. Const. Art. I, Section 8
Copyright Act; Pub. L. No. 94-533; 17 USC101 et seq.

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

NOTE: The Federal Copyright Act sets forth the proper use of copyrighted materials for instructional purposes. An extensive exhibit follows this policy to assist the district's instructional staff on how to apply the provisions to their work.

Boards of education may or may not want to include the exhibit in their policy manuals.

COPYRIGHT

Educational Use of Copyrighted Print Materials

1. Fair use

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 include the:

- A. purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- B. nature of the copyrighted work;
- C. amount and substantiality of the portion used in relation to the copyrighted work as a whole and
- D. effect of the use upon the potential market for or value of the copyrighted work.

2. Single copying for teachers

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:

- A. a chapter from a book;
- B. an article from a periodical or newspaper;
- C. a short story, short essay or short poem, whether or not from a collective work or
- D. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

3. Multiple copies for classroom use

Multiple copies (not to exceed 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:

- A. the copying meets the tests of brevity, spontaneity and cumulative effect as defined below and
- B. each copy includes a notice of copyright.

1) Brevity

Poetry: (a) a complete poem if fewer 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) a complete article, story or essay of fewer than 2,500 words or (b) an excerpt 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 periodical issue.

Special work: certain work in poetry, prose or "poetic prose", which often combines language with illustrations, of fewer than 2,500 words.

A "special work" may not be reproduced in its entirety. However, an excerpt comprising not more than two of the published pages of a special work, and containing not more than 10% of the words found in the text thereof, may be reproduced.

2) Spontaneity

The copying is at the instance and inspiration of the individual teacher. 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.

3) 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 preceding two paragraphs shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

The limitations as to single copying for teachers and multiple copies for classroom use are applicable.

4. Prohibitions

- A. Copying shall not be used to create, replace or substitute for anthologies, compilations or collective works. Such replacements 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 teaching. These include workbooks, exercises, standardized tests, test booklets, 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.

Educational Use of Copyrighted Music

1. Permissible uses

- A. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.
- B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or area, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.
- C. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
- D. A single copy of recordings of performances by students may be retained by the educational institution or individual teacher.
- E. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

2. Prohibitions

- A. Copying shall not be used to create, 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, answer sheets and similar material is prohibited.
- C. Copying shall not be used for the purpose of performance except as previously stated.
- D. Copying shall not be used for the purpose of substituting for the purchase of music except as previously stated.
- E. Copying without inclusion of the copyright notice which appears on the printed copy is prohibited.

Educational Use of Copyrighted Audiovisual Material

- 1. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures, or videotaping commercial television broadcasts, employees shall consult with the principal to determine whether the proposed action complies with the "fair use" principles of the Copyright Act.
- 2. School recordings may be made of certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.
 - A. The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
 - B. Recordings may be used in classroom or instructional settings as an educational activity or at a PTA meeting, Board meeting or similar activity.
 - C. Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.
 - D. Recordings made from 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.

Educational Use of Copyrighted Library Material

- 1. A library may make a single copy of unpublished work to replace a damaged, deteriorated, lost or stolen copy, provided that an unused replacement cannot be obtained at a fair price.
- 2. A library may provide a single copy of copyrighted material at cost to a student or staff member.
 - A. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. Under the latter circumstances, the entire work may be copied.

- B. The copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use subjects the person to liability for copyright infringement.
- 3. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies as previously stated.

Copying Limitations

- 1. Circumstances arise when personnel are uncertain whether or not copying is prohibited. In those circumstances, the Superintendent shall be contacted. If the Superintendent is uncertain, he/she shall consult with the District's legal counsel.
- 2. The following prohibitions have been expressly stated in federal guidelines.
 - A. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
 - B. Unless expressly permitted by agreement with the publisher and authorized by District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets or similar materials.
 - C. Employees shall not:
 - 1) use copies to substitute for the purchase of books, periodicals, music recordings or other copyrighted material, except as permitted by District procedure;
 - 2) copy or use the same items from term to term without the copyright owner's permission;
 - 3) copy or use more than nine instances of multiple copying of protected material in any one term;
 - 4) copy or use more than one short work or two excerpts from works of the same author in any one term or
 - 5) copy or use protected materials without including a notice of copyright. The following shall constitute a satisfactory notice:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY
COPYRIGHT LAW.

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

Computer Software Copyright

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

1. The ethical and practical implications of software copyright violations will be provided to all employees and students using District computer facilities and software.
2. Employees and students will be informed that they are expected to adhere to the Copyright Act and all subsequent amendments thereto governing the use of software.
3. Wherever possible, efforts will be made to prevent software from being duplicated from floppy disks, hard drives or networked systems.
4. Illegal copies of copyrighted software shall not be made or used on District equipment.
5. District administrators shall be designated as the only individuals who may sign license agreements for educational software used on District computers.
6. Documentation of licenses for software used on District computers will be located at the site where the software is being used.

Unsupervised Copy Equipment

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

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

Library Copying for Students or Staff

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

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

2. 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 GOVERNS THE
MAKING OF COPIES OR OTHER REPRODUCTION 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: June 29, 2005)

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. Use of pay telephones by students while classes are in session is subject to the approval of authorized school personnel.

Cellular telephones and or texting devices may be provided to certain staff members who have:

1. administrative authority;
2. supervision of students during field trips or
3. transportation personnel or
4. 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: June 29, 2005]

[Revision date: January 10, 2007]

[Revision date: May 13, 2009]

[Revision date: March 24, 2010]

LEGAL REFS.: ORC 3313.20
OAC 3301-35-06

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

TELEPHONE SERVICES
(Version 1)

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. Plans may include text messaging and internet service.
 - 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. The employee will reimburse the District for any personal calls.
- A. To calculate the reimbursement rate, the Treasurer will divide the number of monthly minutes under the plan by the monthly cost to determine per minute rate.
 - B. The minute rate multiplied by the personal minutes will determine reimbursement.
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 unadvisable or unlawful or

F. In any location deemed inappropriate or unsafe.

11. Cellular telephones are not secure. Therefore, the employee should use discretion in relaying confidential information, particularly as it relates to students.
12. Violations of the cell phone rules may result in disciplinary action up to and including termination of employment.

(Approval date: January 10, 2007)

[Revision date: May 13, 2009]

[Revision date: March 24, 2010]

DATA AND RECORDS RETENTION

All records¹ 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 (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 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 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 by the ESC for disposal, the Commission sends a list of such records to the Auditor of State. If he/she disapproves the action by the Commission, in whole or in part, he/she so informs the Commission within a period of 60 days, and these records are not destroyed. Before public records are disposed of, the Ohio Historical Society is informed and given the opportunity for a period of 60 days to select for its custody such public records as it considers to be of continuing historical value.²

Electronic Mail

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

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

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

[Adoption date: June 29, 2005]

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

ORC 9.01

149.35; 149.41; 149.43

3313.29

3319.321

3701.028

Auditor of State Form RC-2

CROSS REFS.: DI, Fiscal Accounting and Reporting

GBL, Personnel Records

JO, Student Records

KBA, Public's Right to Know

THIS IS A REQUIRED POLICY

¹Records 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

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

DATA AND RECORDS RETENTION (Electronic Mail)

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

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

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

Nonrecord 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 "Nonrecord" mail box and deleted later, just as you might trash the unwanted publications or promotional flyers. Types of messages may include:

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

Official Record Messages

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

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

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

Retention: Until no longer of administrative value, then destroy

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

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

Retention: 1 year, then destroy

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

Retention: 6 months, then destroy

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

Retention: 1 year, then destroy

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

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

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

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

Retention: 2 years, then transfer to State Archives

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

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

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To: SCOESC Records Commission, Telephone Number: 740-354-7761

(Address) _____	(City) _____	(Zip Code) _____	(County) _____
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From: Manchester Local School District (Unit) _____

(Signature of Responsible Official) _____	(Title) _____	(Date) _____
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CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission: _____	Signature _____	Date _____
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Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): _____

For the Ohio Historical Society _____	Date _____
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Approved by the Ohio Auditor of State: _____	For the Ohio Auditor of State _____	Date _____
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Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
<u>1000</u>	<u>Board and Administrative Records</u>			
1101	Minutes	Treasurer	permanent	
1101.1	Audiotapes	Treasurer	2 years	
1102	Blue prints, plans, maps	Business Office and Secretary	permanent	
1103	Deeds, easements, leases	Treasurer	permanent	
1104	Board policy books and other adopted policies	Superintendent and Secretary	1 year after superceded	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
1105	Administrative regulations	Superintendent and Secretary	1 year after superceded	
1106	Court decisions	Treasurer	permanent	
1107	Claims and litigation	Treasurer	permanent	
1201	Elections	Treasurer	10 Years	
1202	Record disposal forms (RC-3)	Treasurer	10 years	
1203	Bargaining agreements	Treasurer	10 years after expiration	
1204	Budge policy files	Treasurer	5 years	
1301	Workers' Compensation Claims	Treasurer	10 years after financial payment made	
1302	Bank depository agreements	Treasure	4 years after completion	
1303	Organization reports	Treasurer	2 years**	
1304	Board meeting notes	Treasurer	1 year	
1305	Agendas	Treasurer	1 calendar years**	
1401	Adopted courses of study	Superintendent and Secretary	until superseded	
1402	Adopted special education programs	Superintendent and Secretary	until superseded	
1403	Adopted special programs	Superintendent and Secretary	Until superseded	
	*After end of fiscal year			
	**Provided Audited			

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
<u>2000</u>	(Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file.)			
2101	Certified active employees	Assistant Superintendent, Personnel Secretary	permanent	
2102	Classified active employees	"	permanent***	
2103	Certified active employees	"	permanent***	
2104	Classified inactive employees	"	permanent***	
2105	Civil rights, civil services and disciplinary reports	"	permanent***	
2107	Retirement letters	"	permanent***	
2108	Substitute records	"	25 years	
2301	Employee contracts	Treasurer	4 years after termination from employment	
2302	Professional conference	Assistant Superintendent, Personnel and Secretary	2 years**	
2303	Irregular employee contracts (Substitutes, etc.)	Treasurer	4 years after contract expires	
2304	Unemployment claims	Treasurer	5 years	
2305	Unemployment	Treasurer	5 years	
2306	Applications (not hired)	Assistant Superintendent, Personnel and Secretary	2 years**	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
2307	Schedules of employees	“	Fiscal year plus 2 years	
2308	Student helper applications	“	2 years	
2309	Teacher personnel reports (internal)	“	fiscal year plus 1 year	
2310	I-9 Immigration verification forms	“	termination of employment plus 1 year	
2401	Job description	“		
	*After end of fiscal years **Provided audited ***Hard copy maintained for 3 years after audited-then microfilmed			
<u>3000</u>	<u>Student Records</u>			
3101	Student record folders enrollment/withdrawal information Grades/transcripts Activities record Attendance records Individual test results Standardized Competency/Proficiency Aptitude Intervention records Foreign exchange records Suspensions/expulsions Home schooled student records	Building Secretary	permanent***	
3102	Office record card (K-9)	Building Secretary	permanent***	
3103	Cosmetology records (Vocational)	Vocational Secretary	permanent***	
3201	Health/medical records Visual screening Hearing screening Immunization records	Nurse/Building Secretary	7 years after graduation	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
3202	Discipline records Letters to parents Office discipline	Building Secretary	1 year after student leaves school	
3203	Psychological records (Restricted)	Special Education Education Secretary/Nurse	permanent***	
3204	Child abuse/neglect referral letters	Building Secretary	through graduation	
3301	Teacher grade books/ records	Building Secretary	3 years***	
3302	Preschool screening profiles	Building Secretary	3 years	
3303	Age and schooling records (work permits)	Building Secretary	3 years	
3304	Accident reports	Nurse/Building Secretary	5 years provided no action pending	
3305	Individual Educational Plan (IEP)	Building Secretary/Special Education Secretary	permanent	
3306	Free/reduced price lunch application	Building Secretary	4 years	
3401	Emergency information	Building Secretary	until superceded	
	provided audited * hard copy maintained for 5 years after student leaves system - then microfilmed			
<u>4000</u>	<u>BUILDING RECORDS</u>			
4202	Tornado and fire drill records	Building Secretary	1 year*	
4203	Building health inspections	Building Secretary	2 years*	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
4301	Student activity records Pay-in forms Pay-out forms Account forms/distribution Budget forms Requisitions Purchase orders Ticket sale reports	Building Secretary	2 years**	
4302	Receipts/deposit slips	Building Secretary	4 years**	
4303	Budget/appropriation records	Building Secretary	4 years**	
4304	Requisitions/purchase orders	Building Secretary	10 years**	
4401	Textbook inventories	Building Secretary	until superceded	
4402	Supplies inventory	Building Secretary	until superceded	
4403	Student handbooks	Building Secretary	until superceded	
	*After end of fiscal year **Provided audited			
<u>5000</u>	<u>CENTRAL DEPARMENTAL RECORDS</u>			
	<u>Administrative Offices</u>			
5201	School calendars	Superintendent Secretary	5 years	
5301	Repair, installation and maintenance records	Business Office and Secretary	4 years**	
5302	Prevailing wage records	Business Office and Secretary	4 years**	
5303	Rental information (Use of Facilities)	Business Office and Secretary	4 years**	
5304	Work Orders	Business Office and Secretary	4 years**	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
5305	Environmental reports and data (asbestos, etc.)	Business Office and Secretary	4 years**	
5306	Vandalism Reports	Business Office and Secretary	4 years**	
5307	Student activity purpose clauses	Business Office and Secretary	4 years**	
5308	Sales potential forms (student activities)	Business Office and Secretary	4 years**	
5309	Bids and specifications (unsuccessful)	Business Office and Secretary	1 year**	
5310	Bids and specifications (successful)	Business Office and Secretary	4 years after completion of project**	
5311	Contractor files (resolutions, additions, drawing, etc.)	Business Office and Secretary	until project complete, if no action pending**	
5401	Preventive maintenance reports	Business Office and Secretary	fiscal year plus 2 years	
5402	Warranty/guarantee	Business Office and Secretary	life/warranty of equipment	
5403	Plant and equipment inventory	Business Office and Secretary	until superceded**	
5404	Textbook/workbook inventory	Curriculum Director and Secretary	until superceded**	
5405	Supplies Inventory	Business Office and Secretary	until superceded**	
<u>Special Education Department</u>				
5221	Special education tutoring reports	Special Education Secretary	10 years	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
5222	Individual Educational Plan (IEP)	Special Education Secretary	7 years	
5223	Psychological records (restricted)	Special Education Secretary	permanent***	
	<u>Transportation Department</u>			
5340	Driver physical	Transportation Secretary	2 years after termination	
5341	Fuel consumption data	Transportation Secretary	4 years**	
5342	Transportation records	Transportation Secretary	4 years**	
5343	Field trip forms and volunteer driver forms	Transportation Secretary	fiscal year plus 2 years	
5441	Accident reports	Transportation Secretary	3 years provided no action pending	
5442	Vehicle registration	Business Office and Secretary	life of vehicle	
5443	Vehicle license	Business Office and Secretary	1 year after termination	
5445	Driver certifications	Transportation Secretary	1 year after termination	
5446	Supplies inventory	Transportation Secretary	until superceded**	
5447	Vehicle defect report	Transportation Secretary	life of vehicle	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
	<u>Food Service Department</u>			
5561	Food Service Records Menus Food production Milk sold Students served	Cafeteria Supervisor	4 years**	
5562	Lunchroom records Cash register tapes Cashier's daily reports	Cafeteria Supervisor	4 years**	
5563	Lunchroom reports (free and reduced)	Cafeteria Supervisor	4 years**	
5564	Inventories	Cafeteria Supervisor	until superceded**	
5565	Lunchroom license	Cafeteria Supervisor	1 year after expiration	
	Provided audited *Hard copy maintained for 3 years after audited - then microfilmed			
6000	<u>FINANCIAL RECORDS</u>			
6101	Annual financial reports Appropriation ledgers Budget ledgers Revenue journals Vendor listing Check register Purchase order listing Invoice list Account reports Financial summary Detail reports	Treasurer	5 years**	
6102	Activity fund cash journal and ledger	Treasurer	5 years**	
6103	Bond register	Treasurer	20 years after issue expires	
6104	Securities	Treasurer	permanent**	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
6201	Investment ledger	Treasurer	5 years**	
6202	Foundation distribution	Treasurer	5 years**	
6203	Tax settlements (semi) (annual) and advances	Treasurer	5 years**	
6204	Budgets (annual)	Treasurer	5 years**	
6205	Insurance policies	Treasurer	15 years after expiration provided all claims settled	
6206	Contracts	Treasurer	15 years after expiration	
6207	Bond and coupons	Treasurer	until redeemed**	
6208	Accounts payable ledgers	Treasurer	5 years**	
6209	Accounts receivable ledgers	Treasurer	5 years**	
6210	Budget work papers	Treasurer	5 years**	
6211	Vouchers, invoices and purchase orders	Treasurer	10 years**	
6212	State program files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.	Treasurer	10 years**	
6213	Federal program files Title I, II, III, IV-B, IV-C and VI-B; Chapter 1, 2; Drug Free, etc.	Treasurer	10 years**	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
6214	Travel expense vouchers	Treasurer	10 years**	
6215	Tax anticipation notes (records borrowing against future tax collections)	Treasurer	10 years**	
6216	State reimbursement settlement sheets	Treasurer	5 years**	
6217	Unemployment claims	Treasurer	5 years	
6218	Employee bonds, board member bonds	Treasurer	5 years	
6219	Certificate of estimated resources	Treasurer	15 years after expiration	
6220	Appropriation resolutions	Treasurer	5 years	
6222	Tax apportionments (semi-annual)	Treasurer	5 years	
6301	Canceled check and bank settlements	Treasurer	4 years**	
6302	Publication notice	Treasurer	4 years**	
6303	Tuition fees and payments	Treasurer	4 years**	
6304	School finance (S.F.) monthly statements	Treasurer	4 years**	
6305	Investment records (may include individual record of investments, bank confirmations, wire transfers, copy of CD, etc.)	Treasurer	4 years**	
6306	Travel expense reports	Treasurer	10 years**	
6307	State sales tax reports	Treasurer	4 years**	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
6308	Student activity fund (pay-ins, pay-outs, receipts/deposits, reports)	Treasurer	4 years**	
6309	Check registers	Treasurer	4 years**	
6310	Deposit slips/cash proofs	Treasurer	4 years**	
6311	Bids and specifications (unsuccessful)	Treasurer	1 year**	
6312	Bids and specifications (successful)	Treasurer	4 years after completion of project**	
6313	Receipt books	Treasurer	4 years**	
6314	Extra trip records	Treasurer	4 years**	
6315	Monthly financial reports	Treasurer	4 years**	
6316	Accounting data	Treasurer	4 years**	
6317	Service contracts	Treasurer	4 years**	
6318	State subsidy reports Application for driver education, student transportation, special education, etc.	Treasurer	3 year**	
6319	Delivery/packing slips	Treasurer	1 year**	
6401	Requisitions	Treasurer	1 year*	
	*After end of fiscal year **Provided audited ***Hard copy maintained for 3 years after audit - then microfilmed			

Schedule Number	Records Title and Description	Retention Period	For use by Auditor of State or OHS-LGRP
<u>7000</u>	<u>PAYROLL RELATED</u>		
7001	Payroll ledgers Treasurer Bi-weekly payroll reports, quarterly payroll reports	permanent***	
7102	Earnings registers Treasurer By staff member By calendar year	permanent***	
7103	Monthly payroll reports Treasurer Leave usage and accumulation, retirement service, etc.	permanent**	
7201	Bureau of employment Treasurer service quarterly reports	7 years	
7301	W-2s, W-4s Treasurer (employer copy)	6 years and current**	
7302	Federal income tax Treasurer (quarterly/annual)	6 years and current**	
7303	Ohio income tax Treasurer (monthly/annual)	6 years and current**	
7304	City income tax Treasurer (monthly/annual)	6 years and current**	
7305	School income tax Treasurer (monthly/annual)	6 years and current**	
7306	Payroll reports Treasurer Reports used for each payroll-computer generated	4 years**	
7307	Payroll update listing Treasurer	4 years**	
7308	Payroll calculations Treasurer	4 years**	
7309	State teachers system and Treasurer school employees retirement system waivers	permanent***	

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
7310	State Employees Retirement System (SERS) reports	Treasurer	4 years**	
7311	State Teachers Retirement System (STRS) reports	Treasurer	4 years**	
7312	Annuity reports	Treasurer	4 years**	
7313	Benefit folders/reports	Treasurer	4 years**	
7314	Employee request and/or authorization for leave forms (sick, vacation, personal or other leave)	Treasurer	4 years**	
7315	Deduction reports voluntary payroll deductions	Treasurer	4 years**	
7316	Employee vacation/sick leave records	Treasurer	4 years**	
7317	Time sheets	Treasurer	6 years**	
7318	Overtime Authorization	Treasurer	6 years	
7319	Employee insurance bills Medical Dental Life	Treasurer	4 years**	
7323	Paycheck register	Treasurer	4 years**	
7324	Payroll bank statement	Treasurer	4 years**	
7401	Deduction Authorization	Treasurer	until superceded or employee terminated	
Provided audited *Hard copy maintained for 5 years - then microfilmed				

Schedule Number	Records Title and Description		Retention Period	For use by Auditor of State or OHS-LGRP
<u>8000</u>	<u>REPORTS</u>			
8201	State audit reports	Treasurer	5 years	
8202	#59, #659 and #4502	Treasurer	5 years	
8203	#25 and #625	Treasurer	5 years	
8204	School Finance (S.F.) reports - annual	Treasurer	5 years	
8205	Special Education (S.E.) reports - annual	SpEd Secretary Superintendent Secretary	7 years	
8206	Vocation Education (V.E.) reports - annual	Vocational Secretary Superintendent Secretary	5 years	
8207	Ohio Common Core (OCCD) reports	Superintendent Secretary	5 years	
8208	Drivers education reports	Treasurer	5 years	
8209	Ohio Department of Education (ODE) reports	Building Secretary	5 years	
8211	Civil rights reports	Superintendent Secretary	permanent***	
8212	Title IX reports	Superintendent Secretary	10 years	
8213	SM-1 and SM-2 (annual and quarterly)	Treasurer	10 years	
8214	State operational standards	Superintendent Secretary	10 years	
8301	Personnel state reports (currently SF-1, CS-1)	Personnel Secretary	4 years**	
8302	Workers' Compensation Wage reports (county auditor)	Treasurer	5 years	

Schedule Number	Records Title and Description	Retention Period	For use by Auditor of State or OHS-LGRP
8303	Bank balance certification Treasurer (county auditor)	5 years	
8304	Transportation reports Transportation Secretary	4 years**	
	Provided audited *Hard copy maintained for 5 years - then microfilmed		
<u>9000</u>	<u>OTHER</u>		
9101	Personnel directory Superintendent Secretary	10 years	
9102	Enrollment record (by grade and building) Superintendent Secretary	permanent***	
9202	School calendars Superintendent Secretary	5 years	
9203	Building, boiler, maintenance reports Business Office and Secretary	2 years*	
9402	Employee handbooks Superintendent Secretary	until superceded	
9403	Directives, standards, laws for local, state and federal governmental agencies All Secretaries	until superceded	
9404	Attendance records	until superceded	
	*After end of fiscal year **Provided audited ***Hard copy maintained for 5 years - then microfilmed		

Instructions - Form RC-3

Use of Form: Serves as a notification to your records commission and to The Ohio Historical Society, State Archives, Local Government Records Program (LGRP), that your office intends to dispose of the records listed on the form. It also provides an opportunity for The Ohio Historical Society LGRP to select for preservation records that have continuing historical value or provide for other disposition under Section 149.31 ORC.

When to Use: Prepare and send this RC-3 a minimum of 15 business days before the proposed disposal date.

Certification/Signature

This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.

Preparation

Prepare one original and two copies and distribute as follows:

Original Send the original to the: Ohio Historical Society, State Archives, Local Government Records Program (LGRP), 1982 Velma Ave., Columbus, OH 43211-2497. The OHS-LGRP will send a copy to the Auditor of State's Records Officer on your behalf.

Copy 1 Maintain in your files.

Copy 2 Send to your records commission.

NOTE: You will not receive a copy of the RC-3 back. RC-3s lacking vital information may be considered voided so be sure the RC-3 is correctly filled out. Your office will be contacted if a record is selected for its historical value or the Auditor of State has a question. Disposition under Section 149.31 ORC is reserved.

Explanation of Columns

Record Series Title - Enter title of record series as shown on your records retention schedule (RC-2) or one-time disposal (RC-1).

Authorization for Disposal - Enter the schedule number as shown on your approved RC-1 or RC-2 and the date it was approved by your records commission. This information is vital for the disposal to take place because it clearly discloses your source of authority.

Media Type - List the medium of the record series you are disposing of by this RC-3. Medium is the physical form of recorded information. Paper, film, disk, magnetic tape, optical disc and other materials on which information can be recorded are each considered a separate medium.

Other Media Type - If you are retaining the records series in another medium, list each type of medium in which it is being retained. For example: 16mm microfilm, 105mm microfilm, optical disc and main frame database, etc.

Inclusive Dates of Records - Enter the time period encompassed by the records being disposed of such as: Jan. 1991 to Jan. 1993, etc.

Proposed Date of Disposal - Enter the proposed disposal date. Remember 15 business days are the minimum and include a few days for the mail to be delivered.

Notice Concerning Media and Format Changes - Never use a microfilm master negative except to create a use copy from it. Contact the Ohio Historical Society, State Archives, Local Government Records Program should you have any questions concerning changes of media for permanent records.

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 Treasurer 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: June 29, 2005]

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

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