

## SECTION E: SUPPORT SERVICES

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SECTION E: SUPPORT SERVICES  
(Continued)

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\*denotes areas 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 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: January 24, 2011]

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

## SAFETY PROGRAM

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

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

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

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

[Adoption date: January 24, 2011]

LEGAL REFS.: Public Employment Risk Reduction Act; ORC 4167.01 et seq.  
ORC 117.102  
2744  
3313.473; 3313.60; 3313.643  
3314.15  
3701.93 through 3701.936  
3707.26  
3737.73  
OAC 3301-35-06

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

## REPORTING OF HAZARDS

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

### Toxic Hazards

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

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

1. identifies potential sources of toxic hazard in cooperation with material suppliers who supply the THP officer with 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;
  - 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 and
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.

### 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 ensures proper compliance with Federal and State law and the appropriate instruction of staff and students.

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

### Occupational Exposure Training

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

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

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

### Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provisions of 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: January 24, 2011]

LEGAL REFS.: 29 CFR 1910.1030

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

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

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

ORC 117.102

3313.473; 3313.643; 3313.71; 3313.711; 3313.719

3314.15

3327.10

3707.26

4113.23

4123.01 et seq.

Public Employment Risk Reduction Act; ORC 4167.01 et seq.

CROSS REFS.: EB, Safety Program

EBBC, Bloodborne Pathogens

EBC, Emergency Management and 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.

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

In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

[Adoption date: January 24, 2011]

[Re-adoption date: November 27, 2017]

LEGAL REFS.: ORC 2305.23  
3301.56  
3313.6021  
3313.6023  
3313.712  
3313.717  
OAC 3301-27-01  
3301-35-06

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

## FIRST AID

The following requirements shall be adhered to by all personnel.

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

(Approval date: January 24, 2011)

(Re-approval date: November 27, 2017)

## ACCIDENT REPORTS

The Board directs that all reasonable efforts be made to provide a safe learning and working environment for the students and employees of this District.

To that end, and so that an employee's legitimate claims for worker's compensation may be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to the school nurse and/or appropriate personnel for such medical attention as may be appropriate.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action. Any employee of the Board who suffers a job-related injury may file a claim with the Bureau of Workers Compensation.

If a staff member sustains a workplace injury while he/she is under the influence of alcohol or a controlled substance not prescribed by his/her physician, he/she may be disqualified for compensation and benefits under the Workers Compensation Act. If the staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption).

[Adoption date: January 24, 2011]

LEGAL REFS.: ORC 4123.01-4123.54

## 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 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: January 24, 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 Management and Safety Plans  
JHCC, Communicable Diseases

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

## EMERGENCY MANAGEMENT AND 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 a serious, unexpected, and often dangerous situation requiring immediate action that 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 or hazards include, but are not limited to, an active shooter, hostage situations, bomb threats, bullying, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

### Comprehensive Emergency Management Plan and Test

The Superintendent/designee develops a comprehensive emergency management plan meeting State law requirements for each building. The plan establishes protocols 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 plan includes a floor plan unique to each floor of the building, a site plan including all building property and surrounding property, and an emergency contact sheet. The plan is kept in a secure location and is not considered a public record.

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

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

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

An emergency management test is conducted annually in accordance with State law.

### Emergency Drills

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law.

[Adoption date: January 24, 2011]

[Re-adoption date: September 25, 2017]

[Re-adoption date: May 21, 2018]

LEGAL REFS.: ORC 149.433  
2305.235  
2923.11  
3301.56  
3313.20; 3313.536; 3313.717; 3313.719  
3314.03; 3314.16  
3701.85  
3737.73; 3737.99  
OAC 3301-5-01

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

## DISASTER PLANS

Planning for the continuity of technology driven data, files and services in the aftermath of a disaster is a complex task. Preparation for, response to, and recovery from a disaster affecting the administrative functions of the District requires the cooperative efforts of many support organizations in partnership with the functional areas supporting the business of the District. This document records the plan that outlines and coordinates these efforts.

For use in the event of a disaster, this document identifies the data recovery plan for the District. It will be reviewed annually to determine if changes need to be made.

### Recovery Terms and Definitions

1. Hardware — actual devices such as desktops, laptops, tablets, e-readers, etc.
2. Software — computer programs purchased by the District.
3. Student Folders — folders located on the high school and middle school servers for each of our students' grades 5-12.
4. Teacher and Administrator Folders — folders located on the high school and middle school servers for each of our staff members.
5. Computer Images — images of all of the programs that get loaded to all computers in the District. A separate one of these exists for each of the various models of District-owned computers.

### Technical (Hardware/Software) Recovery Procedures

1. Student Folders — these are stored on the servers at the middle school and high school and are backed up nightly to three external hard drives. These are located at our high school, our middle school and our Board office.
2. Teacher and Administrators Folders — these are stored on the servers at the middle school and high school and are backed up nightly to three external hard drives. These are located at our high school, our middle school and our Board office.
3. Software Programs — some of these are stored on the server and are backed up nightly as listed above. Some are hard disks and are stored in the technician's office at the high school. Extra copies of these are stored offsite along with a list of all software licenses and vendor contracts.

4. Computer Images — Each model of computer in the District has an image created that includes all of the software and freeware the District typically uses. This image is stored on an external USB drive that is kept at our Board office, at the District’s technician’s home and his office at the high school.
5. Hardware — The director of information systems will secure computer equipment for necessary operations and identify staff laptops and home computer equipment that can be brought online immediately, and secure staff consent to do so; if necessary, identify vendor(s) who are willing to provide temporary computers, servers, and networks.
6. Data — Backups are done on a daily basis by the technology department. Backups are kept for 24 hours before cycling of the tapes takes place. The network technician (Sean Linder) is the primary contact for backup inquires.

End User Recovery Procedures

In the event of a disaster that destroyed or compromised District data, once teachers and students returned to the buildings, they would login to the computers as they had done before the disaster. All of their folders, network drives, printer access, etc., should be restored.

Readiness Plan

We have the above-mentioned measures in place and are backing up all data nightly. We presently have a terabyte external hard drive at each location to store and backup data. We plan to use a cloud storage option in the near future.

Emergency Contact List

Title	Name	Business Phone	Cell Phone	Home Phone	Email
Superintendent	Mrs. Sandy Stebly	(330) 658-6368			Chip_stebly@tccsa.net
Treasurer	Steve Workman	(330) 658-6700			Chip_workman@tccsa.net
Technology Coordinator	Mary Barber	(330) 658-6368 X204 (330) 264-6047	(419) 566-0797	(419) 895-1856	barber@tccsa.net
Technician	Sean Linder	(330) 658-2011 X506	(330) 763-3833		Chip_slinder@tccsa.net
ITC Director	Stuart Workman	(330) 264-6047	(330) 329-6765		workman@tccsa.net
High School Principal	Shawn Braman	(330) 658-2011 X503			Chip_braman@tccsa.net
Middle School Principal	Mr. Steve Watkins	(330) 658-2214 X404			Chip_swatkins@tccsa.net
Elementary Principal	Matt Rodriguez	(330) 658-2522 X304			Chip_mrodriguez@tccsa.net

Readiness Plan

The type of emergency will determine the plan that is in place. Emergencies can include:

1. Chronicled power outages, earthquakes, tornados
2. Human events likely from carelessness, malicious intent, fatigue or lack of training
3. Geographical events likely based on our location: floods, storms, lightening strikes, tornados
4. Localized events due to system malfunctions, computer or server crashes, sprinkler activations, chemical spills
5. Planned scheduled system upgrades or tests or installations that go awry

If there is an emergency that physically destroys our building and their contents, the technology coordinator and the District technician will use the following protocol in recovery of data:

1. Set up a temporary location for service
  - A. One of the unaffected school buildings in the following order:
    - 1) High School — 100 Valley View, Doylestown, OH 44230
    - 2) Elementary — 165 Brooklyn Avenue, Doylestown, OH 44230
    - 3) Middle School — 257 High Street, Doylestown, OH 44230
  - B. The local fire station — 464 Gates Street, Doylestown, OH 44230
  - C. ITC in Wooster — 2125 Eagle Pass, Wooster, OH 44691
2. Contact vendor and replace server to be placed in a safe location
3. Use backup drives to restore data on server
4. Contact vendors to send replacement computers, wireless components, services, etc.
5. Re-image computers using backup images
6. Users are instructed to contact the District Superintendent for instructions

Vendor Information

Vendor Name	Technology	Address	Contact Name	Contact Phone	Contact Email
Dell	Servers	One Dell Way Round Rock, TX 78682	Will Chapman	(800) 456-3355 X7250022	William_C_Chapman@Dell.com
Computers/ Wireless	Insight Investments	600 City Parkway W Fifth Floor Orange, CA 92868	Larry McCreanor	(888) 442-1441	lmccreanor@insightinvestments.com
CDWG	Tablets, hard drives, accessories	230 N Vernon Milwaukee Hills, IL 60061	Pat Reardon	(877) 626-4754	patrear@cdwg.com
Doylestown Telephone	Phone Service	81 Country Road 5a Doylestown, OH 44230	Tom Brockman	(330) 658-2121	tbrockman@doylestowntelephone.com
Vercom	Phone Systems	410 Frame Road Dayton, OH 45449	Craig Troup	(937) 847-2550	Ctroup@vercomsystems.com
TCCSA	Internet/ Network	2125 Eagle Pass Wooster, OH 44691	Stuart Workman	(330) 264-6047	workman@tccsa.net
Data Serv	Cisco Switches	29260 Clemens Road Westlake, OH 44145	Karen Knaak	(440) 892-2555	kknaack@dataserv.tv

[Adoption date: September 24, 2012]

## EMERGENCY CLOSINGS

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

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

[Adoption date: January 24, 2011]

[Re-adoption date: September 23, 2013]

[Re-adoption date: April 24, 2017]

LEGAL REFS.: ORC 3313.48; 3313.482

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

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

## BUILDINGS AND GROUNDS SECURITY

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

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

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

### Surveillance Equipment

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

#### 1. Cameras

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

#### 2. Metal Detectors

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

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

[Adoption date: January 24, 2011]

[Re-adoption date: September 23, 2013]

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

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

## BUILDINGS AND GROUNDS SECURITY

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

### Cameras

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

### Portable Metal Detectors

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

1. Prior to beginning metal detector checks, an administrator or law enforcement officer explains the process to the student body, emphasizing that checks are intended to maintain a safe school environment.
2. The administrator or officer checks each student by visually searching his/her locker and having them bring contents to a checkpoint.

3. The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator/officer scans the student without touching him/her, as well as the student's personal effects. If the student refuses to cooperate, the administrator/officer may proceed with the check in the presence of another adult.
4. If the metal detector is activated during scanning of the student's effects, the administrator/officer opens the student's bag, purse, etc., and looks for weapons. If the detector is activated during scanning of the student's person, the student is given a second opportunity to remove any metal-containing object from his/her person.
5. If the metal detector is again activated, a same-sex administrator/officer conducts a pat-down search of the student's outer clothing in the area where the metal detector was activated. If the administrator/officer feels an object on the student's person, the student is given an opportunity to remove the object. If the student refuses, the administrator/officer escorts the student into a private room and removes the object from the student in the presence of an adult witness of the same sex.
6. If a properly conducted search yields a weapon or any other illegal material, it is turned over to the proper legal authorities for ultimate dispositions.

(Approval date: September 23, 2013)

## VANDALISM

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

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

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

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

[Adoption date: January 24, 2011]

LEGAL REFS.: ORC 2909.05  
3109.09  
3313.173  
3737.73; 3737.99

CROSS REFS.: JG, Student Discipline  
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: October 24, 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

## ENERGY CONSERVATION

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

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

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

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

[Adoption date: January 24, 2011]

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

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

Chippewa Local School District, Doylestown, Ohio

## INTEGRATED PEST MANAGEMENT

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

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

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

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

[Adoption date: January 24, 2011]

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.  
OAC 3701-54-09

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

Chippewa Local School District, Doylestown, Ohio

INTEGRATED PEST MANAGEMENT  
(Use of Pesticides)

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

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

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

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

(Approval date: January 24, 2011)

## MAINTENANCE AND CONTROL OF PERSONAL PROPERTY

### Use of Employee's Personal Property at School

From time to time Board employees may wish to bring personal property to school either for reasons associated with professional responsibilities or for use during off-duty time. This practice is permitted provided it is understood that the Board is not responsible for any loss, damage or misuse of said property. The employee will notify the building principal prior to bringing such property onto District premises.

Appliances that are designed for the preservation or preparation of food or appliances used to heat or generate heat may be approved for use at the discretion of the Superintendent.

Board employees are permitted to possess personal communication devices (e.g., cellular telephones) at work in accordance with Board policies.

Other individuals may wish to bring personal property onto District premises. The owner of the personal property bears all responsibility and assumes all risk for loss, damage or misuse of said personal property while it is on Board property. This provision applies, without limitation to trespassers, invitees, visitors, and independent contractors.

The limitation of liabilities set forth in the previous paragraphs applies to all personal property, regardless of any benefit the Board receives from its use.

[Adoption date: January 24, 2011]

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 that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

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

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

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

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

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

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

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

[Adoption date: January 24, 2011]

[Re-adoption date: September 23, 2013]

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

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

ACCEPTABLE USE POLICY FOR STUDENTS

No Access Will Be Granted to Students Until This Form Has Been Signed  
And Returned To The Building Principal

By signing this form you are agreeing that you (or your child if they are under 18) will not misuse the school’s technology in any way as described in the Acceptable Use Policy which can be found at: <http://www.chippewa.k12/oh.us/docs/StudentAUP.pdf>

If you are unable to access this form and wish to have a copy of it sent home with your child please contact your child’s school and make that request.

(Only the permission slip will be sent home each spring with the students. Parents and students will need to go to the website and read the terms of use together. Parents may need to explain the details to their children. Once this is done, the parents and students will each sign the permission form (if the child is under 18) and return it to the principal or office. If this is not done by the end of the school year, students will not be permitted access to the computers when school begins again in the fall until this form has been received by the office).

\_\_\_\_\_ I permit pictures of my child to be displayed on the District’s network. I understand that no identification of my child by name will be displayed with the picture. I also hereby release the Board and its administrators and employees from any and all claims of any nature arising from my child’s pictures being displayed on the District’s network.

\_\_\_\_\_ I do not wish pictures of my child to be displayed on the District’s network.

I understand and agree to abide by the District Network and Internet Access Guidelines. I understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I hereby release the Board and its administrators and employees from any and all claims of any nature arising from my use or inability to use the District network and Internet/e-mail resources.

\_\_\_\_\_  
Student’s Name (PRINT CLEARLY) Home Phone \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Street Address City State / Zip Code \_\_\_\_\_

User (place an “X” in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

## COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)

The purpose of this document is to provide administrative guidelines for District network and Internet access for educational purposes. This access will:

1. assist in the collaboration and exchange of information;
2. facilitate personal growth in the use of technology and
3. enhance information gathering and communication skills.

All staff members will have access to the District network. This will connect all computers available for staff use to a server located in the District. This District network serves a limited educational purpose (e.g., word processing, data base, educational software and library access).

### Definitions:

As defined by this policy, the term technology includes, but is not limited to: all computers, printers, scanners, peripheral equipment; networks; Internet resources including electronic mail and file transfer protocol; multimedia, video, laser, cable, TV, telephone and fax equipment; all software and files, including all user files generated from the use of resources listed herein; as well as the supplies used to maintain technology.

The term “staff” includes teachers, paraprofessionals, administrators, permanent substitutes and any adult responsible for supervising students. The term “user” includes staff members and anyone who makes use of the District’s technology.

The intent of these guidelines is to ensure compliance with all District network and Internet acceptable use policies approved by the District.

### Inappropriate Use:

The use of the District network is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to:

1. any illegal activity that violates Federal, State and local law is strictly forbidden;
2. any activity that violates District policy or the State of Ohio Code of Conduct is strictly forbidden;
3. altering of the system software;

4. intentionally bypassing network filters and/or proxy servers;
5. placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
6. transmitting offensive or harassing messages;
7. offering for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy;
8. viewing, transmitting, downloading, obtaining or creating material that is profane, obscene, indecent, sexually explicit, pornographic or otherwise unsuitable or objectionable in the judgment of the District;
9. intruding into the networks or computers of others;
10. downloading or transmitting confidential, trade secret information, or copyrighted materials. *Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them;*
11. engaging in defamation (*harming another's reputation by lies*);
12. employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet;
13. uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism;
14. participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems;
15. disclosing or sharing your password with others;
16. impersonating another user;
17. selling or buying anything over the Internet that is for personal use;
18. uses of network folder to inappropriately store files that are not school-related;
19. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;

20. intentionally developing and/or transmitting inappropriate graphics;
21. transmitting sexual or ethnic slurs and/or jokes;
22. disrupting the operation of the network through abuse of the hardware or software;
23. using e-mail and/or Internet to promote or encourage hate mail, profanity, vulgarity or discriminatory, offensive, or harassing remarks;
24. extensive use for nonschool-related communication;
25. illegal downloading, copying or installation of copyrighted software, or any other illegal activities;
26. allowing anyone computer access other than the account holder;
27. providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);
28. plagiarizing works found on the network and/or Internet and
29. using the Internet/e-mail for commercial activities, product advertising, personal financial gain or lobbying.

Acceptable Uses:

1. Locating and accessing educational resources.
2. Direct use in instruction.
3. Research for instructional and/or school management purposes.
4. Collaboration with colleagues and other school personnel on instructional or management issues.
5. Administrative announcements.
6. General work-related communications.
7. Union announcements and communications, to the extent authorized by any applicable collective bargaining agreement.

8. Incidental personal use of e-mail during non-work time to communicate with family, friends and colleagues, provided such usage is limited in scope and is otherwise in compliance with this Policy. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

**REMEMBER:**

E-mails sent and received from your Chippewa e-mail account are NOT private. They may be monitored and/or read by administrative personnel at any time.

The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist, abusive, or otherwise objectionable. Staff members are not to use District technology to obtain, view, download, or otherwise gain access to such materials.

Internet/email:

1. All access provided through the Internet is intended for educational use by the District's registered users. Any use of these resources for commercial-for-profit or other unauthorized purposes (e.g., advertisements, political lobbying), in any form, is expressly forbidden.
2. Each user is responsible for the appropriate use of his/her access privilege, i.e., account, password. Any problems or misuse which may arise are the responsibility of the user and may be grounds for loss of access privileges and other discipline.
3. Staff members should check their e-mail frequently, delete unwarranted or unwanted messages promptly and report inappropriate messages to the technology coordinator.

Disclaimer:

The District does not guarantee that network and Internet/e-mail access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The District reserves the right to log Internet use and to monitor e-mail. The District may periodically make determinations whether specific uses of the network and Internet/e-mail are consistent with the acceptable-use policy.

Should the user transfer a file which infects the network with a virus and causes damage, the user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the District.

Waived Expectations of Privacy:

1. By authorizing use of the District network, the District does not relinquish control over material on the system or contained in files on the network. Staff should not expect privacy in the contents of personal file on the District network.
2. Routine maintenance and monitoring of the District network may lead to a discovery that a staff member has violated this policy, another District policy or the law.
3. An individual investigation or search may be conducted at any time by school authorities or contracted service providers.
4. Staff should be aware that data in files maintained on the District network may be subject to review, disclosure or discovery.

The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with District policies conducted through the District network.

Violations/Sanctions:

Anyone who violates these guidelines or other Board policies or rules in connection with the use for District network or Internet/e-mail access, is subject to disciplinary action as described in the negotiated agreement which may include, but is not limited to, denial of the privilege of District network or Internet access, suspension, or termination of contract and referral to law enforcement authorities when deemed necessary.

(Approval date: January 24, 2011)

## SCHOOL BUS SAFETY PROGRAM

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

1. The transportation program meets all state requirements regarding the testing and approval of bus drivers, standards for buses and safe speeds.
2. Drivers of Board owned, leased, contracted or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.
3. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup. Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop. Students in grade nine through 12, if offered transportation, may have to walk farther to a designated pickup point.
4. Emergency evacuation drills, supervised by someone other than the bus driver, are conducted annually to thoroughly acquaint student riders with procedures in emergency conditions.
5. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum delay and disruption of service due to mechanical or equipment failure.
6. Students in kindergarten through third grade are given instruction on school bus safety and behavior within the first two weeks of the school year. Regularly transported students in grade four through 12 are instructed in safety procedures in accordance with State law.
7. Passengers participating in non-routine use of school buses will receive safety instructions at the beginning of the bus trip.

[Adoption date: January 24, 2011]

[Re-adoption date: December 8, 2015]

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

CROSS REFS.: EB, Safety Program  
EEA, Student Transportation Services  
EEAD, Non-Routine Use of School Buses  
GBQ, Criminal Records Check  
IICA, Field Trips

## BUS DRIVER EXAMINATION AND TRAINING

It is the policy of the Board that all bus drivers obtain and hold proper certification under standards for school bus drivers established within the Ohio Revised Code. It is also the purpose of this Board to protect its students from drivers whose certification is invalidated by the Ohio Law or point standards of this District.

A driver convicted of a traffic violation which has an assessment of six points (Motor Vehicle Laws of Ohio – Six Point Violations), or a driver accumulating more than six points by four or two point violations, is notified that his/her school bus certification reviewed by the Superintendent and his/her employment as a school bus driver is terminated.

A driver involved in a school bus accident, or judged guilty of a minor traffic violation, may be subject to disciplinary actions.

The Superintendent prepares administrative guidelines for the enforcement of this policy.

[Adoption date: January 24, 2011]

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

[Adoption date: January 24, 2011]

[Re-adoption date: December 8, 2015]

[Re-adoption date: May 21, 2018]

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

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

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

School bus drivers and others required to hold a commercial driver's license (CDL) 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. Districts must also adhere to State laws pertaining to drug and alcohol testing for drivers required to hold a CDL.

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. Testing includes the Department of Transportation's current drug testing requirements.

### Pre-Employment Tests

Prior to the first time a driver performs safety-sensitive functions for the District, a controlled substances test is administered.

The test is required of an applicant only after he/she has been offered employment. Employment is conditional upon the applicant 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. While participating in that program the employee must either have been 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. The responsible administrator must be able to make all verifications required by law.

### Post-Accident Tests

Prior to a driver operating a school bus, the District will provide the driver with necessary post-accident information, procedures and instructions, so that the driver will be able to comply with these requirements.

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

1. was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life and/or

2. received a citation under State or local law for a moving-traffic violation arising from the accident.

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

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

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

The Board reserves the right to require any driver involved in an accident while on duty to undergo alcohol and controlled substance testing.

#### Random Tests

Alcohol and controlled substance tests are conducted on a random basis at unannounced times throughout the year. Random tests are conducted just before, during or just after the performance of safety-sensitive functions. Once notified of selection for drug testing, a driver must proceed immediately 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. All drivers, whether full-time or substitute, and other individuals who are certified to operate school buses and may be called upon to do so, will be included in the random pool. Individuals who are selected for a random test but who are not operating a school bus at the time of the selection will be passed over, and an alternate driver will be tested under the random draw. 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.

In accordance with federal regulations, third party information may not be the only determining factor used to conduct reasonable suspicion testing.

#### 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 that their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician is familiar with the driver's medical history and has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle. The District may require additional written notification from the prescribing physician.

### 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, and is ineligible to operate a school bus in the state. The Ohio Department of Education will be notified of the refusal to test.

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.)

In accordance with State law a driver may not operate a school bus when a drug or alcohol test indicates any measurable or detectable amount of a controlled substance.

(Approval date: January 24, 2011)

(Re-approval date: May 21, 2018)

## SCHOOL BUS IDLING

The Board is committed to transporting students on school buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that accumulated emissions from diesel engines can be harmful to students and bus drivers. Also, unnecessary engine idling wastes diesel fuel and financial resources. Therefore, the Board prohibits all unnecessary diesel engine idling in excess of five minutes.

Diesel engine idling in excess of five minutes in school loading zones is not permitted unless the operation of a wheelchair lift is required. This policy applies to all buses used to transport students to and from school, cocurricular/extracurricular activities, field trips and other school-related activities.

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

[Adoption date: January 24, 2011]

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

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

## NON-ROUTINE USE OF SCHOOL BUSES

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

“Non-routine student transportation” is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school. School buses may be used for non-routine trips only when approved by the Board and the trips do not interfere with routine transportation services.

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

Buses are available to all classes, groups or organizations within the schools in accordance with the following.

1. The use of District-owned buses is scheduled through the transportation office.
2. Fees charged to groups for the use of the buses are established and made part of District regulations.
3. The drivers of the buses must meet all federal, state and District requirements for school bus drivers, and be registered with the Ohio Department of Education as a qualified bus driver.
4. The drivers of the buses ensure that the buses are not overloaded, emergency exits are not blocked, and that students conduct themselves in a safe and orderly manner while in the buses and that the buses are operated in a safe and lawful manner.
5. The drivers of the buses are responsible for reporting in writing to the transportation office the condition of buses, particularly any need for repair or servicing.

[Adoption date: January 24, 2011]

[Re-adoption date: September 23, 2013]

[Re-adoption date: December 8, 2015]

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 Records Check  
IICA, Field Trips

Chippewa Local School District, Doylestown, Ohio

## USE OF SCHOOL-OWNED VEHICLES

In the interests of economy and efficiency, the Board may authorize employee use of school-owned vehicles. The Superintendent/designee is responsible for developing and implementing regulations for the proper use. Regulations may include, but are not limited to:

1. list of vehicles and the appropriate insurance coverages;
2. list of authorized users;
3. authorized uses;
4. unauthorized uses;
5. mandatory record keeping;
6. care and maintenance of vehicles;
7. observance of all Federal, State, local and District laws, policies and regulations and
8. restrictions for use by non-employees.

Employees in violation of this policy and the established regulations are subject to disciplinary action, up to and including termination.

[Adoption date: September 24, 2012]

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

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

CONTRACT REF.: Teachers' Negotiated Agreement

## USE OF SCHOOL-OWNED VEHICLES

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

### Authorized Vehicles and Users

The Superintendent/designee:

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

### Authorized Uses

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

### Unauthorized Uses

Drivers are prohibited from:

1. operating vehicles while under the influences of drugs and/or alcohol;
2. transporting non-school passengers, including hitchhikers and
3. operating vehicles while talking on the cellular telephone.

### Record Keeping

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

Vehicle Care and Maintenance

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

Observance of All Laws, Policies and Regulations

Drivers must:

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

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

(Approval date: September 24, 2012)

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.

### Meal Charges

The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.

### Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law 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, schoolwide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

[Adoption date: January 24, 2011]  
[Re-adoption date: May 26, 2015]  
[Re-adoption date: September 25, 2017]

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

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

## FOOD SALE STANDARDS

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

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

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

[Adoption date: January 24, 2011]

[Re-adoption date: October 24, 2011]

[Re-adoption date: May 26, 2015]

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

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

## STUDENT WELLNESS PROGRAM

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

The student wellness plan:

1. includes goals for nutrition promotion and education, physical activity and other school-based activities designed to promote student wellness that are developed with consideration of evidence-based strategies and techniques;
2. includes nutrition guidelines for all foods provided, but not sold to students in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for all food and beverages sold during the school day are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture (USDA) and that marketing of foods and beverages on the school campus during the school day is prohibited for foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness plan must be a collaborative effort between parents, students, food service workers, physical education teachers, school health professionals, administrators, the Board and the public.

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

[Adoption date: January 24, 2011]

[Re-adoption date: May 26, 2015]

[Re-adoption date: April 24, 2017]

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

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

## FOOD ALLERGIES

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

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

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

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

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

[Adoption date: January 24, 2011]

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

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

## 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.

A monthly stipend payment for cellular telephone use may be provided to certain staff members who have:

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

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

[Adoption date: January 24, 2011]

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

CROSS REFS.: Staff Handbooks  
Student Handbooks

## DATA AND RECORDS RETENTION

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

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

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

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

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

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

### Electronic Mail and Social Media Content

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

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

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

[Adoption date: January 24, 2011]

[Re-adoption date: September 23, 2013]

[Re-adoption date: August 22, 2016]

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

ORC 9.01

149.011; 149.35; 149.381; 149.41; 149.43

3313.29

3319.321

3701.028

Ohio History Connection Form RC-1

Ohio History Connection RC-2

Ohio History Connection Form RC-3

CROSS REFS.: DI, Fiscal Accounting and Reporting

GBL, Personnel Records

JO, Student Records

KBA, Public's Right to Know

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<sup>1</sup>Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District, RC 149.011.

<sup>2</sup>The Ohio History Connection may not review or select for its custody the records set forth in RC 149.381(E).

## DATA AND RECORDS RETENTION (Electronic Mail)

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

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

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

### Non-Record Messages

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

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) the following.
  - 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 the following.

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

Retention: 2 years, then transfer to State Archives

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

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

(Approval date: January 24, 2011)

## INSURANCE MANAGEMENT

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

The Superintendent 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: January 24, 2011]

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

CONTRACT REF.: Teachers' Negotiated Agreement