

## SECTION E: SUPPORT SERVICES

---

EA*	Support Services Goals
EAA	Support Services Priority Objectives
EB*	Safety Program
EBA	Buildings and Grounds Inspections
EBAA*	Reporting of Hazards
EBAB	Warning Systems
EBB	Accident Prevention and Safety Procedures
EBBA*	First Aid
EBBB	Accident Reports
EBBC*	Bloodborne Pathogens
EBC*	Emergency/Safety Plans
EBCA	Disaster Plans
EBCB	Fire Drills
EBCBA	Tornado Drills
EBCC	Bomb Threats
EBCD*	Emergency Closings
EBCE*	Protection for Reporting Safety Violations (Whistleblowers)
EC	Buildings and Grounds Management
ECA*	Buildings and Grounds Security
ECAA	Access to Buildings
ECAB*	Vandalism
ECB	Buildings and Grounds Maintenance
ECC	Custodial Services
ECD*	Traffic and Parking Controls
ECE	Buildings and Grounds Records and Reports
ECF*	Energy Conservation
ECG*	Integrated Pest Management
ED	Material Resources Management
EDA	Receiving and Warehousing
EDB	Maintenance and Control of Materials
EDBA	Maintenance and Control of Instructional Materials
EDBB	Maintenance and Control of Noninstructional Materials
EDC	Authorized Use of School-Owned Materials
EDD	Material Resources Records and Reports
EDE*	Computer/Online Services for Students (Acceptable Use and Internet Safety)
EDEA*	Computer/Online Services for Staff (Acceptable Use and Internet Safety)

SECTION E: SUPPORT SERVICES

(Continued)

EE	Transportation Services Management
EEA*	Student Transportation Services
EEAA*	Walkers and Riders
EEAB	School Bus Scheduling and Routing
EEAC*	School Bus Safety Program
EEACA	Bus Driver Examination and Training
EEACB	School Bus Maintenance
EEACC*	Student Conduct on School Buses (Also JFCC)
EEACCA*	Video Cameras on Transportation Vehicles
EEACD*	Drug Testing for District Personnel Required to Hold a Commercial Driver's License
EEACE*	School Bus Idling
EEAD*	Special Use of School Buses
EEAE*	Student Transportation in Private Vehicles
EEAF	Student Transportation Insurance
EEAG	Student Transportation Records and Reports
EEB	Business and Personnel Transportation Services
EEBA*	Use of School-Owned Vehicles
EEBB	Use of Private Vehicles on School Business
EEBC	Business and Personnel Transportation Insurance
EEBD	Business and Personnel Transportation Records and Reports
EF*	Food Services Management
EFA	Food Purchasing
EFAA	Use of Surplus Commodities
EFB*	Free and Reduced-Price Food Services
EFC	Vending Machines
efd	Food Sanitation Program
EFE	Food Services Records and Reports
EFF*	Food Sale Standards
EFG*	Student Wellness Program
EG	Office Services Management
EGA	Office Communications Services
EGAA	Printing and Duplicating Services
EGAAA*	Copyright
EGAB	Mail and Delivery Services
EGAC*	Telephone Services
EGB	Clerical Services
EGC	Office Services Records and Reports

SECTION E: SUPPORT SERVICES  
(Continued)

EH	Data Management
EHA*	Data and Records Retention
EI*	Insurance Management
EIA	Property Insurance
EIB	Liability Insurance
EJ	Evaluation of Support Services (Also AFF)

\*policies included in this manual

## SUPPORT SERVICES GOALS

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

In order to provide support services that are supportive of the educational program, the Board develops goals which will support the overall educational program. The goals of the support services program include 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 the nutrition programs 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: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

## SAFETY PROGRAM

The Board is concerned with the safety of all students, employees and members of the school community present on District property and at all District-sponsored events at other sites. The Board directs the administration to develop a safety program which is reviewed 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: April 20, 2001]

[Re-adoption date: October 9, 2006]

[Re-adoption date: July 13, 2009]

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 and
  - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conducts a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and
6. establishes and maintains accurate records for each employee at risk for occupational exposure including name, social security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

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

### Asbestos Hazards

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

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

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

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

### Occupational Exposure Training

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

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

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

### Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provisions of 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: April 20, 2001]

[Re-adoption date: July 13, 2009]

[Re-adoption date: January 11, 2010]

LEGAL REFS.: 29 CFR 1910.1030

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

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

Comprehensive Environmental Response, Compensation and Liability Act;

42 USC 9601 et seq.

ORC 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/Safety Plans

ECG, Integrated Pest Management

GBE, Staff Health and Safety

## FIRST AID

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

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

## FIRST AID

The following requirements shall be adhered to by all personnel.

1. A school nurse or other trained person is responsible for administering first aid in each building. Although each nurse is assigned a school or group of schools for providing regular nursing services, a nurse is subject to call from any school if needed. An emergency medical service will be called in case of serious illness or injury.
2. The parents of all students are asked to sign and submit an emergency medical authorization form which indicates the procedure they wish to be followed in the event of a medical emergency involving their child. The forms are kept readily accessible in the main office of each school.
3. Only emergency care and first aid are provided. A physician or nurse provides training for first-aid treatment and emergency care for various types of illness and injury. Use of medications is limited to topical applications as directed by a physician for certain types of injuries or to such medication as might have been officially authorized for an individual child.
4. In cases in which the nature of an illness or an injury appears serious, the parent(s) are contacted and the instructions on the student's emergency card are followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent(s) can be reached.
5. No elementary 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, or other responsible persons identified 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: April 20, 2001)

(Re-approval date: July 13, 2009)

## BLOODBORNE PATHOGENS

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

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

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

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

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

[Adoption date: April 20, 2001]  
[Re-adoption date: October 9, 2006]  
[Re-adoption date: July 13, 2009]  
[Re-adoption date: December 13, 2010]

LEGAL REFS.: 29 CFR 1910.1030  
ORC 3707.26  
Public Employment Risk Reduction Act; ORC 4167.01 et seq.

CROSS REFS.: EBBA, First Aid  
EBC, Emergency/Safety Plans  
GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also JHCCA)  
JHCC, Communicable Diseases

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

## EMERGENCY/SAFETY PLANS

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

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

### Comprehensive School Safety Plans and Drills

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

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

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

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

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

The District's comprehensive safety plan must be updated every three years and within 90 days whenever a major modification to an individual school building necessitates changes in that building's plan.

#### Administrative Rules/Protocols

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: September 11, 2006]

[Re-adoption date: July 13, 2009]

[Re-adoption date: January 11, 2010]

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

CROSS REFS.: EBAA, Reporting of Hazards  
EBBA, First Aid  
EBBC, Bloodborne Pathogens  
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  
GBE, Staff Health and Safety  
JHCD, Administering Medicines to Students  
JHF, Student Safety  
KBCA, News Releases  
KK, Visitors to the Schools  
Emergency/Safety Plans Handbook

## EMERGENCY CLOSINGS

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

In the event that the Superintendent closes schools due to hazardous weather, all extracurricular activities in the District (athletics, practice sessions, play, etc.) shall be routinely cancelled for that day(s) and rescheduled if possible. The only two exceptions shall be as follows:

1. athletes may attend Ohio high school tournaments which must be attended for eligibility purposes and
2. in isolated situations, as determined by the Superintendent, the buildings may be opened for limited activities.

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

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

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

[Re-adoption date: January 11, 2010]

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

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

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

PROTECTION FOR REPORTING SAFETY VIOLATIONS  
(Whistleblowers)

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

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

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

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

[Adoption date: July 13, 2009]

LEGAL REF.: ORC 4113.52

CROSS REFS.: EB, Safety Program  
EBC, Emergency/Safety Plans  
Emergency/Safety Plans Handbook

PROTECTION FOR REPORTING SAFETY VIOLATIONS  
(Whistleblowers)

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

1. Awareness and reporting of a violation

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

2. Not correcting the violation

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

3. Notifying the employee

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

4. Reporting fellow employees' violations

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

5. Retaliation

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

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

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

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

6. Accuracy of reports

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

7. Legal remedies for retaliation

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

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

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

(Approval date: July 13, 2009)

## BUILDINGS AND GROUNDS SECURITY

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

Security includes maintenance of a secure building, protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local police 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 key 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.

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

CROSS REFS.: EBC, Emergency/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. The administration notifies its students and staff that camera surveillance may occur on school property or in school vehicles. Notices are placed in student and staff handbooks.
2. The use of cameras in transportation vehicles is supervised by the building principals and the transportation supervisor.
3. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
4. Surveillance cameras are used only to promote the order, safety and security of students, staff and property.

(Approval date: June 12, 2006)

(Re-approval date: July 13, 2009)

## VANDALISM

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

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

LEGAL REFS.: ORC 2909.05  
3109.09  
3313.173  
3737.73; 3737.99

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



## TRAFFIC AND PARKING CONTROLS

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

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

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

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

[Adoption date: December 13, 2010]

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:

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

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

## INTEGRATED PEST MANAGEMENT

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

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

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

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

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

[Adoption date: July 13, 2009]

[Re-adoption date: July 11, 2011]

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

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

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: July 13, 2009)

## INTEGRATED PEST MANAGEMENT (Site Plan)

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

### Comprehensive Site Assessment

Conduct a comprehensive site assessment that identifies the:

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

### Service Plan Determination

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

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

### Ongoing Monitoring and Assessment

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

Evaluation and Re-assessment

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

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

(Approval date: July 11, 2011)

## INTEGRATED PEST MANAGEMENT (Use of Pesticides)

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

### Pesticide Use When School is Not in Session

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

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

### Pesticide Use When School is in Session

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

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

### Exempted Pesticides

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

1. manufactured paste or gel balls;

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

### Pesticide Documentation

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

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

### Prior Notification

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

The District's plan for prior notification includes:

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

Exempt pesticides need not comply with the notice requirements.

District Contact, Records and Documentation

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

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

(Approval date: July 11, 2011)

COMPUTER/ONLINE SERVICES FOR STUDENTS  
(Acceptable Use and Internet Safety)

The District is pleased to make available to each student access to interconnected computer systems, computer equipment, computer programs, the Internet, electronic mail and other new technologies within the District (collectively, the “network”).

Access to the District’s network is provided as a privilege and as an educational tool only. In order to continue enjoying access to the network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for professional behavior on the network just as they are in a classroom, school hallway or other District property. While the District may make reasonable efforts to supervise student use of network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student, under the guidance of their parents.

This document shall constitute the District’s Computer Network and Internet Acceptable Use Policy for Students (“policy”), and applies to all students who use or otherwise access the network either on-site or remotely. A copy of this policy shall be provided to students and their parents.

Each student is responsible for reading and abiding by this policy. If you have any questions about the provisions of these policies, you should contact the building administration. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses or damages arising from student violations of these policies.

Reporting Misuse of the Network

In addition to following the terms of this policy, you should report any misuse of the network to a teacher or to a building administrator. Misuse means any violation of this policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone or any other use that is not included in this policy but has the intent or effect of harming another or another’s property.

Term of the Permitted Use

Access to the network is a privilege, not a right, and as such it may be suspended or revoked by the District at any time for any reason. The District may also limit access depending on student and staff schedules, equipment availability or other constraints.

## Access

Network resources are only for use by authorized users. Anonymous use is not permitted, and access accounts may not be shared or transferred. Students at 5th grade and above are assigned a user ID and password. Students from K-4th grade should use their student ID number as the user ID with no password. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the network or the Internet. If you think someone may know your password, tell a teacher or building administrator and it will be changed. A student is subject to disciplinary action for any violations of this policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the network with the student's password.

The District has also purchased monitoring devices, which maintain a running log of Internet activity, recording which sites a particular user has visited.

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

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

## Purpose and Use

The District is providing you access to its network primarily to support and enhance your educational experience. Uses that interfere with normal District business or violate District policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you may consult with a teacher or building administrator to help you decide if a use is appropriate.

## Netiquette

All users must abide by the rules of network etiquette. Among the uses and activities that violate network etiquette and constitute a violation of this policy are the following:

1. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.



2. Using the network to make, distribute or redistribute jokes, stories or other material that would violate this policy or the District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
3. Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
4. Creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system.
5. Attempting to reach Internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information.
6. Using the network in a manner inconsistent with the expectations of the District for the conduct of students. When using the network, students should remember that they are representing themselves and their school to others.

#### Unacceptable Uses

Among the uses and activities that are known to be unacceptable and constitute a violation of this policy are the following:

1. Uses or activities that violate the law or Board policy, or that encourage others to violate the law or Board policy. Among such uses or activities are the following:
  - A. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or policy.
  - B. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
  - C. Creating, copying, viewing, transmitting, downloading or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or policy.
  - D. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others or intercepting communications intended for others.
  - E. Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.

- F. Downloading and/or saving music, images or movies, unless given permission by a teacher.
  - G. Engaging in harassment, stalking or other repetitive unwanted communication or using the Internet in support of such activities.
  - H. Engaging in or supporting any kind of business or other profit-making activity.
2. Uses or activities that cause damage to property. Among such uses or activities are the following:
- A. Uploading, downloading, creating or transmitting a computer virus, a worm, Trojan horse, or other harmful component or corrupted data or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware and data of another user, other District network resources or the use of the District network to do any of the same acts on the Internet or outside networks.
  - B. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
  - C. Commercial uses. At no time may the network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as “junk e-mail”).
  - D. Uses or activities that are unrelated to legitimate District purposes. Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or weblog that is not part of a class project, receiving or posting messages to web sites or weblogs not part of a class project, participating in any kind of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity or for general recreational web browsing unless it is during non-class time.
  - E. Using non-District e-mail. All use of e-mail must be through the District’s e-mail service, if provided. The use of other providers of e-mail (such as Hotmail or Yahoo) through the network is prohibited. Use of e-mail for non-District purposes, such as for operation of private business enterprises, is strictly prohibited.

- F. Uses that degrade or disrupt the operation of the network or that waste limited computer, paper or telephone resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently “harmless” purposes, as these, like “junk e-mail,” use up limited network capacity resources.
- G. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other’s access to the network.
- H. Political uses: Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Additionally, users shall not solicit political contributions through the network from any person or entity or conduct any type of campaign business.
- I. Installing or downloading software or hardware without the prior consent of a District administrator. Students may not move, repair, reconfigure, modify or attach any external devices to network equipment, computers or systems. Students shall not remove, alter or copy District software for their own personal use or for the use of others.

### Confidentiality

The confidentiality of any information stored in or created, received or sent over the e-mail system or through Internet access cannot be assured. To the extent feasible, students should therefore avoid transmitting personal information over the e-mail system or through internet access.

### Privacy

Network access is provided as a tool for educational uses. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the network and any and all materials, files, information, software, communications (including e-mail) and other content transmitted, received or stored in connection with this usage. All such information, content and files shall be and remain the property of the District and you should not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this policy.

### Web Sites

Web sites created through the network and/or linked with the District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the network or the District's equipment, or web sites created as part of a classroom or club assignment or activity, are the sole and exclusive property of the District. The District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. All external web sites linked with any District web page must prominently display the following disclaimer:

This is not an official web site of the Firelands Local School District. The District does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.

As appropriate, the District may also request such a disclaimer on external web sites that relate directly to District activities, programs or events.

### Failure to Follow Policy

Your use of the network is a privilege, not a right. If you violate this policy, you may be subject to disciplinary action. At a minimum, you will be subject to having your access to the network terminated, which the District may refuse to reinstate for the remainder of your time as a student at the District. At the maximum, you may be suspended or expelled.

You breach this policy not only by violating the above policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or Internet activities that would otherwise be a violation of this policy.

### Warranties and Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its network. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the network. Each student is responsible for backing up his/her files. The District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the network, you are agreeing to cooperate with the District in the event of the District's initiating an investigation of use or access to the network through your account, whether that use is on a District computer or on another computer outside of the network. By accessing the network, you are further agreeing to indemnify and hold the District and the Data Acquisition Site and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorney's fees) resulting from access to and use of the network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

#### Personally Owned Equipment

Personally owned equipment by students is not permitted without prior approval of the Technology Coordinator or building principal. Personally owned equipment is not maintained by District technology staff. Network access to personally owned equipment can be terminated if the equipment impairs the use of the network. Priority of network capacity is given to District-owned equipment. The same restrictions of network use apply to personally owned equipment as it applies to District-owned equipment when on the network. Allowed personal equipment should be marked as "Personal Property of (Student's name)" for auditing reasons. The District administration reserves the right to not allow personally owned equipment on school property. The District is not responsible for the cost of consumables for personally owned equipment.

#### Updates

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology. You must provide this information in order for you to continue receiving access to the network. If, after you have provided your account information, some or all of the information changes, you must notify the Director of Technology or other person designated by the District to receive this information.

#### Policy Length

This acceptable use policy is to remain in effect for the duration of the student's education at the District. Parents or legal guardians can revoke the AUP for their child at any time by contacting the office staff and issuing written notification. Revoking the AUP will disable the student's account; they will no longer be permitted to use the network for any reason. Students will still be held liable if they damage District-owned equipment or if they attempt to access the network. All reasonable steps will be taken to ensure that the student will not access the network, but cannot be guaranteed; it is the parent's or legal guardian's responsibility to ensure that the student will not attempt unauthorized access.

I have received a copy of the Student Network Accessible Use Policy on this date, and I agree to abide by its provisions in my use of the Firelands Local School District network and technology equipment.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Legal Guardian Name (Printed)

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

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**DO NOT SIGN THE SECTION BELOW IF YOU AGREE TO THE POLICY**

—

I have received a copy of the Student Network Acceptable Use Policy on this date, and I elect not to have my child/ward use the network at the Firelands Local School District. I understand the student will not be issued an account to access the network. All reasonable steps will be taken to ensure that the student does not use the network; ultimately it is my responsibility to ensure that the student does not attempt to use the network.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Legal Guardian Name (Printed)

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

- [Adoption date: April 20, 2001]
- [Re-adoption date: July 11, 2005]
- [Re-adoption date: February 9, 2009]
- [Re-adoption date: July 13, 2009]

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; (P.L. 106-554, HR 4577, 2000,  
114 Stat 2763)  
ORC 1329.54 through 1329.67  
3313.20  
3319.321

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
IB, Academic Freedom  
IIA, Instructional Materials  
JFC, Student Conduct (Zero Tolerance)  
Staff Handbooks  
Student Handbooks

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

This document shall constitute the District's Computer Network and Internet Acceptable Use Policy for staff members ("policy"), and applies to all employees (hereafter "users" or "you") who use or otherwise access the network either on-site or remotely.

Access to the District's network (which in this document means not only the internal network of the District, but also the connection to the Internet/World Wide Web) is provided as a privilege and only as a tool to assist in performing the duties of your job. To continue to have access to the network, each staff member must take responsibility for appropriate and lawful use of this privilege. Staff members are responsible for professional behavior on the network just as they are in a classroom, school hallway or at a school function. While the District may make reasonable efforts to supervise staff member use of network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the staff member.

Each staff member is responsible for reading and abiding by this policy and for enforcing the Acceptable Use Policy for students. If you have any questions about the provisions of these policies, you should contact your supervisor, principal or the Superintendent. Any use of your account or other actions on your part that violate these policies may result in your access being withdrawn and/or additional disciplinary action and referral to law enforcement. The District reserves the right to seek reimbursement of expenses or damages arising from violations of these policies.

### Reporting Misuse of the Network

In addition to following the terms of this policy, you should report any misuse of the network to your supervisor, principal or the Superintendent. Misuse means any violation of this policy, such as personal profit making use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone or any other use that is not included in this policy but has the intent or effect of harming another or another's property or constitutes inappropriate conduct.

### Term of the Permitted Use

Access to the network is a privilege, not a right, and as such it may be suspended or revoked by the District at any time for any reason. The District may also limit access depending on student and staff schedules, equipment availability or other constraints.

### Access

Network resources are only for use by authorized users. Anonymous use is not permitted, and access may not be shared or transferred. Staff members shall not share their passwords with any other person and shall not, in any manner, allow anyone to gain unauthorized access to the network or the Internet. Staff members possessing web filter override accounts are for staff research purposes only. Staff members may not give out their override account, nor leave a computer in an unfiltered state to be used by students. A staff member is subject to disciplinary action for any violations of this policy committed by someone else who, with the staff member's express or implied permission or through the staff member's negligence, accesses the network with the staff member's password.

### Purpose and Use

The District is providing access to its network to support legitimate District business. Other brief, incidental and personal uses are permitted from time to time (e.g., receiving an e-mail from a spouse regarding a change in dinner plans, or from a son or daughter about the starting time of a track meet.) Uses that interfere with normal District business or violate District policies are strictly prohibited, as are any uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you must immediately consult with your supervisor, principal or the Superintendent to determine if a use is appropriate.

### Equipment, Desktop and Laptop, etc.

The District provides technology for teachers and students to enhance the teaching process. This equipment in the classroom, or individually approved laptops and equipment that may be taken home (only with advance approval), are the property of the District and are your responsibility and duty to protect from harm. Any misuse or failure of equipment must be reported to the Technology Coordinator or District Technician. Periodic maintenance on laptops or other hardware is required to ensure a safe and reliable tool for the staff. It is your responsibility to make such equipment timely available for maintenance at the request of the Technology Coordinator or District Technician. You will be held financially responsible for the expense of any equipment repair arising from violation of this policy.

### Netiquette

All users must abide by the rules of network etiquette. The following are prohibited:

1. users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.

2. Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
3. Users shall not intentionally consume limited resources, such as through spamming, creating or transmitting mass e-mails or chain letters, or extensively using the network for non-curriculum-related communications or other purposes exceeding this policy.
4. Using the network in a manner inconsistent with the professional expectations of a District employee. When using the network, users should remember that they are representing the District each time the account is used. Communications on the network need not be formal, but must be professional in appearance and tone.

### Unacceptable Uses

Other prohibited uses and activities include, but are not limited to:

1. Uses or activities that violate the law or Board policy, or that encourage others to violate the law or District policy, including:
  - A. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy.
  - B. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
  - C. Creating, copying, viewing, transmitting, downloading or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or District policy.
  - D. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others or intercepting communications intended for others.
  - E. Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.
  - F. Engaging in harassment, stalking or other repetitive unwanted communication or using the Internet in support of such activities and
  - H. Engaging in or supporting any kind of business or other profit-making activity.

2. Uses or activities that cause damage to property, including:
  - A. Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware and data of another user, other District network resources or the use of the District network to do any of the same acts on the Internet or outside networks.
  - B. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
3. Commercial uses. At no time may the network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as “junk e-mail”) unless approved by the administration. Accessing the Internet for information to be used in a private business or the transmission of e-mails or other communications between yourself and private business associates or clients of a private business are likewise prohibited.
4. Uses or activities that are unrelated to legitimate District purposes. Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or weblog that is not part of a class project, receiving or posting messages to web sites or weblogs not part of a class project, participating in any kind of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity or for general recreational web browsing unless it is during non-class time.
5. Using non-District e-mail. All use of e-mail must be through the District’s e-mail service. The use of other providers of e-mail (such as Hotmail or Yahoo) through the network is prohibited.
6. Uses that mislead others or violate the standards of academic or personal or professional integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other’s access to the network.

7. Installing or downloading software or hardware without the prior consent of the Technology Coordinator. Staff members shall not move, repair, reconfigure, modify or attach any external devices to network equipment, computers or systems. Staff members shall not remove, alter or copy District software for their own personal use or for the use of others without the prior consent of the Technology Coordinator.

### Student Confidentiality

To the extent feasible, staff members should either avoid transmitting personal information regarding students over the e-mail system or through Internet access, or should take steps to enhance the preservation of that confidentiality. If personal information about an individual student must be transmitted, an effort should be made to make the information not “personally identifiable,” e.g., by not connecting the student’s full name to the information, or at the least by not placing the student’s name in the subject line.

### Privacy

Network access is provided as a tool for District business. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the network and any and all materials, files, information, software, communications (including e-mail) and other content transmitted, received or stored in connection with this usage. All such information, content and files shall be and remain the property of the District and you have no expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this policy.

### Web Sites

Web sites created through the network and/or linked with the District’s official web site must relate specifically to District-sanctioned activities, programs or events and must have prior approval of the Director of Technology. Web sites created using the network or the District’s equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the District. The District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. All external web sites linked with any District web page must prominently display the following disclaimer:

This is not an official web site of the Firelands Local School District. The District does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.

As appropriate, the District may also request such a disclaimer on external web sites that relate directly to District activities, programs or events.

### Failure to Follow Policy

Your use of the network is a privilege, not a right. If you violate this policy, you may be subject to having your access to the network terminated, which the District may refuse to reinstate for the remainder of your employment by the District. You may face disciplinary actions, and your employment may be terminated for violations.

You breach this policy not only by affirmatively violating the above policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or Internet activities that would otherwise be a violation of this policy.

### Warranties and Indemnification

The District makes no warranties of any kind, either express or implied, for the network service granted to users. The District will not be responsible for any damages a user may suffer arising out of the user's use of, or inability to use, the network, including the loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions or user error or omissions. The District is not responsible for the accuracy of information obtained through electronic information resources; hence this information is at the user's own risk.

### Personally Owned Equipment

Personally owned equipment by staff members is permitted access to the network with certain conditions. Personally owned equipment is not maintained by District technology staff. Network access to personally owned equipment can be terminated if the equipment impairs the use of the network. Priority of network capacity is given to District-owned equipment when on the network. Personal equipment should be marked as "Personal Property of (Staff member's name)" for auditing reasons. The District administration reserves the right to not allow personally owned equipment on school property. The District is not responsible for the cost of consumables for personally owned equipment.

### Updates

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology. You must provide this information in order for you to continue receiving access to the network. If, after you have provided your account information, some or all of the information changes, you must notify the Director of Technology or other person designated by the District to receive this information.

If you do not understand any item in this policy, it is your obligation to seek clarification from your supervisor and/or the Director of Technology before taking any action covered under this policy.

I have received a copy of the Staff Network Acceptable Use Policy on this date, and I agree to abide by its provisions in my use of the Firelands Local School District network and technology equipment.

---

Print Name

---

Employee Signature

---

Date

[Adoption date: April 20, 2001]  
[Re-adoption date: July 11, 2005]  
[Re-adoption date: February 9, 2009]  
[Re-adoption date: July 13, 2009]

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; (P.L. 106-554, HR 4577, 2000,  
114 Stat 2763)  
ORC 1329.54 through 1329.67  
3313.20  
3319.321

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
IB, Academic Freedom  
IIA, Instructional Materials  
JFC, Student Conduct (Zero Tolerance)  
Staff Handbooks  
Student Handbooks

## STUDENT TRANSPORTATION SERVICES

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

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

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

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

### Transportation to Community, STEM and Private Schools

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

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

## WALKERS AND RIDERS

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

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

The Board may create exceptions to the established areas when:

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

CROSS REF.: EEA, Student Transportation Services

## SCHOOL BUS SAFETY PROGRAM

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: April 11, 2005]

[Re-adoption date: July 13, 2009]

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

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

## STUDENT CONDUCT ON SCHOOL BUSES

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

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

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

[Re-adoption date: September 14, 2009]

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

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

## VIDEO CAMERAS ON TRANSPORTATION VEHICLES

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: December 13, 2004]

[Re-adoption date: July 13, 2009]

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

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

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

All District employees possessing a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations.

The regulations will 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 will adhere to the detailed provisions of federal regulations in administering the District's drug and alcohol program.

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

Pre-Employment Tests

Tests will be administered before a driver/employee performs any safety-sensitive functions for the District.

The tests will be required of an applicant only after he/she has been offered the position. Employment with the District is conditional upon the applicant receiving a negative alcohol and drug test result.

Exceptions may be made if the driver/employee has had an alcohol test administered in accordance with federal regulations within the previous six months and the District ensures that no prior employer of whom the District has knowledge has records showing a violation of the alcohol use rules within the past six months.

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

### Post-Accident Tests

Alcohol and controlled substance tests will be conducted in the time limits imposed by the federal regulations after an accident on any driver/employee when:

1. The driver/employee was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life.
2. The driver/employee received a citation under State or local law for a moving traffic violation arising from the accident.
3. An injury occurred that had to be treated away from the scene of the accident.
4. A vehicle is required to be towed from the scene.

No driver/employee 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 District will prepare and maintain records explaining why the test was not conducted.

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

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

### Random Testing Without Notice

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

Drivers/Employees will be selected by a scientifically valid random process and each driver/employee will have an equal chance of being tested each time selections are made.

The number of bus drivers/employees selected for random testing will be 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/employee 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 will be 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 District will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will 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 also must make a written record of his/her observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

### Return-to-Duty Tests

A drug or alcohol test will be conducted when a driver/employee who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties.

Drivers/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.

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

## Records

Driver/Employee drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver/employee will receive 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 will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver/employee.

## Notifications

Each driver/employee will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting the requirements that this document represents. Representatives of employee organizations will be notified of the availability of this information. The information will identify:

1. the identity of employer representatives to answer driver questions about the materials;
2. categories of drivers/employees who are subject to the drug and alcohol testing requirements;
3. sufficient information about the safety-sensitive functions performed by drivers/employees to make clear for what period of the workday driver compliance is required;
4. specific information concerning driver/employee conduct that is prohibited;
5. circumstances under which a driver/employee will be tested for drugs and/or alcohol;
6. procedures that will be used to test for the presence of drugs and alcohol, protect the driver/employee and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver/employee;
7. the requirement that a driver/employee 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 attendance consequences;

9. consequences for drivers/employees found to have violated the drug and alcohol prohibitions, including the requirement that the driver/employee 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/employee must sign a statement certifying that he/she has received a copy of the above materials.

The District will inform drivers/employees before drug and alcohol tests are performed.

The District will notify a driver/employee of the results of a pre-employment drug test if the driver/employee requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The District will notify a driver/employee of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The District also will tell the driver/employee which controlled substances were verified as positive.

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

### Enforcement

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

A driver/employee who in any way violates District prohibitions related to drugs and alcohol will receive from the District 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 driver/employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver/employee needs in resolving such a problem.

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

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

1. has maintained insurability under the Board fleet carrier, has maintained Lorain County issued bus certification and has maintained an Ohio CDL with school bus endorsement;
2. has been evaluated by a substance abuse professional;
3. has complied with any recommended treatment;
4. has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02 and
5. is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's/employee's return to duty.

(Approval date: April 20, 2001)

(Re-approval date: July 13, 2009)

## 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.

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: September 11, 2006]

[Re-adoption date: July 13, 2009]

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

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

## SPECIAL USE OF SCHOOL BUSES

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

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

### Approved Non-Routine Use of School Buses

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

## 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: July 13, 2009]

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

## 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: July 13, 2009)

FOOD SERVICES MANAGEMENT/  
FREE AND REDUCED-PRICE FOOD SERVICES

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

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

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

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

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

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

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

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

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

### Students with Special Dietary Needs

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

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

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

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

[Adoption date: April 20, 2001]

[Re-adoption date: May 9, 2005]

[Re-adoption date: April 10, 2006]

[Re-adoption date: October 9, 2006]

[Re-adoption date: July 13, 2009]

[Re-adoption date: July 12, 2010]

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

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

## FOOD SALE STANDARDS

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: April 10, 2006]

[Re-adoption date: July 13, 2009]

[Re-adoption date: July 12, 2010]

[Re-adoption date: July 11, 2011]

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

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

## STUDENT WELLNESS PROGRAM

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

The student wellness program:

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

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

[Adoption date: April 10, 2006]

[Re-adoption date: July 13, 2009]

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

## COPYRIGHT

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

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

[Re-adoption date: December 13, 2010]

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

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

## COPYRIGHT

### Educational Use of Copyrighted Print Materials

#### 1. Fair use

- A. The fair use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered include:
- 1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
  - 2) the nature of the copyrighted work;
  - 3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole and
  - 4) the effect of the use upon the potential market for or value of the copyrighted work.

#### 2. Single copying for teachers

- A. A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:
- 1) a chapter from a book;
  - 2) an article from a periodical or newspaper;
  - 3) a short story, short essay or short poem, whether or not from a collective work or
  - 4) a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

#### 3. Multiple copies for classroom use

- A. Multiple copies (not to exceed more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
- 1) the copying meets the tests of brevity, spontaneity and cumulative effect as defined below and

2) each copy includes a notice of copyright.

a. Brevity

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

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

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

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

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

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

b. Spontaneity

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

c. Cumulative effect

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

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

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

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

4. Prohibitions

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

Educational Use of Copyrighted Music

1. Permissible uses

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

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

#### Educational Use of Copyrighted Audio-Visual Material

1. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures or videotaping commercial television broadcasts, employees shall consult with the principal to determine whether the proposed action complies with the “fair use” principles of the Copyright Act.

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

#### Educational Use of Copyrighted Library Material

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

### Copying Limitations

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

NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
3. Employees shall not reproduce or use copyrighted material at the direction of a District administrator without permission of the copyright owner.

### Computer Software Copyright

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

1. The ethical and practical implications of software copyright violations will be provided to all employees and students using District computer facilities and software.

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

#### Unsupervised Copy Equipment

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

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

#### Library Copying for Students or Staff

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

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

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

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE  
MAKING OF COPIES OR OTHER REPRODUCTION OF COPYRIGHTED  
MATERIAL.

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

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

(Approval date: April 20, 2001)  
(Re-approval date: July 13, 2009)

## TELEPHONE SERVICES

School telephones are provided for official school use and the lines must be kept free for business calls. However, in order to permit staff members to make necessary personal calls at a minimum inconvenience and loss of time, certain telephones may be used for needed personal calls. The staff members making such calls are expected to use a personal calling card in the case of any long distance calls.

Students are not to use the school office telephones except in cases of emergency. The use of the pay telephones by students during school hours is subject to the approval of authorized school personnel.

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

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

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

[Adoption date: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

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

TELEPHONE SERVICES  
(Cell Phone Reimbursements)

Wireless Telephone Expense Reimbursement

Staff members whose primary assignment regularly requires travel or the need to communicate to other buildings for emergency purposes are eligible for a wireless telephone or other communication device allowance or reimbursement. Eligible staff members are:

1. Superintendent
2. Treasurer
3. assistant superintendent
4. principals
5. assistant principals
6. athletic director
7. transportation supervisor
8. bus drivers
9. food service supervisor

The District does not endorse any specific wireless telephone carrier, equipment or calling plan. The administration may periodically review market rates to determine the amount of wireless telephone allowance or reimbursement. The amount of allowance or reimbursement is established by the administration and approved by the Board.

Eligible staff members shall obtain their own wireless telephone, carry it with them while working and use it to conduct necessary business while working.

Amount of Allowance or Reimbursement Rate

The amount of wireless telephone allowance paid to participating staff members is determined by the Board. Based on market research and history of usage, this amount is deemed sufficient to pay for monthly access fees, business-related calls and taxes related to those charges. The District shall not reimburse any additional expenses for wireless telephone services, equipment or telephone calls.

Safety and Security

Loss or theft of equipment must be reported to the vendor service provider immediately to minimize liability for airtime and toll call charges.

Conversations over cell phones are easily monitored, and may be monitored by outside parties. Confidential and sensitive information discussion over cell phones shall not be conducted.

Telephone use while operating a vehicle is prohibited.

(Approval date: July 13, 2009)

TELEPHONE SERVICES  
(Cell Phones Provided)

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

Cellular telephone services may be provided to employees who, because of job-related activities, must have easy access to a telephone. Annually, the Superintendent/designee develops a list of the positions that need cellular telephones. Approved employees may apply for telephones through the Treasurer's office. Once processed, the employee receives the telephone and guidelines for use.

Plans

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

Damage, Loss or Theft

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

Usage Monitoring

The Treasurer/designee is responsible for:

1. educating employees regarding appropriate cellular telephone procedures and providing monitoring for their usage. (In emergency situations, supervisors may grant exceptions to usage. In such circumstances the employee must reimburse any charges incurred for personal use.);
2. instructing employees not to use District-owned cellular telephones while operating any vehicles;
3. explaining to employees their responsibility for lost, stolen or damaged telephones;

4. explaining to employees that telephones are to be used for District-related business and that the telephones may not be used to operate a personal business and
5. monitoring of monthly bills and employee reimbursements for personal use.

#### Personal Calls

The District provides cellular telephones to employees for the purpose of conducting District business. The use of District-owned cellular equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations. All minutes and long distance, roaming or other charges incurred by the employee for personal calls are the responsibility of the employee. It is the employee's responsibility to notify the Treasurer of personal calls and charges and reimburse the District.

#### Bill Payment Procedure

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

(Approval date: July 13, 2009)

## 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. The commission meets at least once every 12 months.

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

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

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

### Electronic Mail

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

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

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

[Adoption date: April 20, 2001]  
[Re-adoption date: October 11, 2004]  
[Re-adoption date: July 13, 2009]

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

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

---

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

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

## DATA AND RECORDS RETENTION (Electronic Mail)

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

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

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

### Non-Record Messages

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

Types of messages may include:

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

## Official Record Messages

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

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

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

Retention: Until no longer of administrative value, then destroy

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

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

Retention: 1 year, then destroy

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

Retention: 6 months, then destroy

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

Retention: 1 year, then destroy

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

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

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

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

Retention: 2 years, then transfer to State Archives

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

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

(Approval date: October 11, 2004)

(Re-approval date: July 13, 2009)

## INSURANCE MANAGEMENT

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

The Superintendent and/or designee 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: April 20, 2001]

[Re-adoption date: July 13, 2009]

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

CROSS REFS.: DH, Bonded Employees and Officers  
GCBC, Certified Staff Fringe Benefits  
GDBC, Classified Staff Fringe Benefits

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