

SECTION E: SUPPORT SERVICES

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File: EA

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: October 11, 2004]

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

SAFETY PROGRAM

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

The Superintendent/designee has responsibility for the safety program of the District and develops written procedures to comply with the Public Employment Risk Reduction Act (PERRA) regulations and policies.

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

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

[Adoption date: October 11, 2004]

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

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

File: EBAA

REPORTING OF HAZARDS

The Board is concerned for the safety of students and staff members and, therefore, attempts to comply with all state and federal statutes and regulations to protect them from hazards that may result from industrial accidents or from the presence of asbestos materials.

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

1. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP officer with material safety data sheets (MSDS);
2. ensure 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. maintain a current file of MSDS for every hazardous material present on District property;
 1. design and implement a written communication program which:
 2. A. lists hazardous materials present on District property;
 3. B. details the methods used to inform staff and students of the hazards and
 4. 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;
4. conduct 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
5. establish and maintain accurate records for each employee at risk for occupational exposure including name, social security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

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

1 of 3 File: EBAA

Asbestos Hazards

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

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

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

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

Occupational Exposure Training

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

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

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

Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provisions of PERRA. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

2 of 3 File: EBAA

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: October 11, 2004]

LEGAL REFS.: 29 CFR 1910.1030 Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq. Comprehensive
Environmental Response, Compensation and Liability Act;
42 USC 9601 et seq.
ORC 3313.643; 3313.71; 3313.711
3327.10
4113.23
4123.01 et seq.
Public Employment Risk Reduction Act; ORC 4167.01 et seq.

CROSS REFS.: EB, Safety Program EBBC, Bloodborne Pathogens GBE, Staff Health and Safety
3 of 3 File: EBBA

FIRST AID

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

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

[Adoption date: October 11, 2004]

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
File: EBBA-R

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. 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. A physician and/or an emergency medical service will be called in case of serious illness or injury.
 - A. Within 30 days after the entry of any student during the school year, the parent is provided a copy of the emergency medical authorization form.
 - B. The school shall keep the form on file and send it to any school to which the student is transferred.
 - C. Parents may be permitted to make changes in a form or file a new form at any time.
 - D. If a parent does not wish to give such written permission, he/she shall indicate in the proper place on the form the procedure he/she wishes school authorities to follow in the event of a medical emergency involving his/her child.
 - E. Even if a parent gives written consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority or while engaged in an extracurricular or cocurricular activity authorized by the appropriate school authorities, the authorities of his/her school shall make reasonable attempts to contact the parent before treatment is given. The school shall present the student's emergency medical authorization form or a copy thereof to the hospital or practitioner rendering treatment.
 - F. Emergency medical forms must accompany all students on a field trip.
1. In accordance with law, the parents of all students are asked to sign and submit an emergency medical authorization which indicates the procedure they wish to be followed in the event of a medical emergency involving their child. The permits are kept readily at hand in the nurse's office of each school.
2. Only emergency care and first aid are provided. A physician will outline first-aid treatment and emergency care for various types of illness and injury. (Use of medications are limited to topical applications as authorized for certain types of injuries by a physician or to such medication as may have been officially authorized for an individual child.)
3. In cases where the nature of an illness or an injury appears serious, parents are contacted and instructions on the student's emergency card followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent can be reached.

1. No elementary school student who is ill or injured will be sent home alone. Senior high school students may be sent home if the illness is minor and the parents who have authorized such dismissal on the emergency medical form have been informed in advance.
2. Board-approved procedures are followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes. Coaches and trainers meet all requirements of the State Board of Education.

(Approval date: October 11, 2004)

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File: EBBC

BLOODBORNE PATHOGENS
(Handling and Disposing of Contaminated Fluids)

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

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

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

The plan shall include annual review by the Superintendent/designee; 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.

Employees are required to comply with the District Bloodborne Pathogens Exposure Control Plan. Failure to comply will result in disciplinary action.

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: October 11, 2004]

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

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

File: EBBC-R

BLOODBORNE PATHOGENS
(Handling and Disposing of Contaminated Fluids)

Health department information about the transmission of diseases including AIDS and hepatitis B and C focuses on "body fluids" as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all staff. These actions should focus primarily on steps that staff members can take to ensure their own well-being.

Those who administer first aid, provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the District are specifically protected through the District's Exposure Control Plan.

The procedures, however, are a review for all staff of appropriate hygienic and sanitation practices.

1. Universally recognized precautions are to be followed at all times. Universally recognized precautions require the assumption that the staff approaches 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.
2. Whenever possible, a student should be directed to care for his/her own minor bleeding injury. This includes encouraging students to apply their own band aids. If assistance is required, band aids may be applied after removal of gloves if a caregiver will not come into contact with blood or wound drainage.
3. Gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluids spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling

contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.

4. Complete and effective hand washing of at least 10 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials.
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure, or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.

1 of 2 File: EBBC-R

1. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the District as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as possible.
2. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use at the end of the day with soap and water and then rinsed with an EPA*-approved disinfectant. These surfaces include equipment, counters, mats (including those used in physical education and athletic events) or changing tables.
3. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
4. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the District's universally recognized precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
5. Needles, syringes, broken glassware and other sharp objects found on District property must not be picked up by students at any time, nor by the staff without a mechanical device such as a broom, brush and dustpan. Any such items found must be disposed of in closable, puncture-resistant, leakproof containers that are appropriately labeled or color-coded.
6. All wastebaskets used to dispose of potentially infectious material must be lined with a plastic bag liner that is changed daily.
7. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting and gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
8. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such

2. The Superintendent and Director of Student Services shall supervise building principals' plans for the emergency evacuation of school buildings for fires and explosions, civil disorders, bomb threats, and so forth.
3. Principals shall send notices of all drills and emergency evacuations of buildings to the Director of Student Services.

The principal or other designated person(s) in each building shall instruct students in safety precautions to be taken in case of a tornado alert or warning. The principal shall designate, in accordance with standards prescribed by the fire marshal, appropriate locations to be used to shelter students in case of tornado, tornado alert or warning.

1. The fire marshal or his/her designee shall annually inspect each school to ascertain whether the locations comply with prescribed standards.
2. Building plans for tornado alerts and warnings are filed each year with the Director of Student Services.

The fire marshal shall issue a warning to any principal or designated person found in violation of the above rules. The warning shall indicate the specific violation and date by which such violation shall be corrected.

1. No person shall fail to correct violations by the date indicated on a warning.
2. Any person who fails to correct a warning by the fire marshal is also in violation of these Board policies.
3. The Superintendent keeps a file of all fire marshal reports and warnings and makes timely reports regarding District compliance to the Board.

(Approval date: October 11, 2004)

File: EBCD

EMERGENCY CLOSINGS

The Superintendent/designee 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/designee takes such action only after consultation with transportation and weather authorities.

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

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

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

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

[Adoption date: October 11, 2004]

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

CROSS REFS.: ICA, School Calendar ID,
School Day

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

CRISIS MANAGEMENT

A crisis can occur at any time and has the ability to make a significant impact on members of the community. A crisis is defined as any event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment.

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

In recognizing the need to be proactive in preparing for possible crises, the Board directs the Superintendent to prepare a Crisis Management Plan which addresses:

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

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

the community.

[Adoption date: October 11, 2004]

LEGAL REF.: ORC 3313.20

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

SCHOOL PROPERTY SECURITY AND SAFETY

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

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

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

Surveillance Equipment

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

1. Cameras

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

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.

2. Metal Detectors

When there has been a pattern of weapons found at school or when violence involving

weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors. The Board directs the administration to develop regulations for the use of detectors.

Any search of a student's person as a result of activation of the detector is conducted in private.
[Adoption date: October 11, 2004]

1 of 2 File: ECA

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq. Family Educational Rights and Privacy Act; 20 USC Section 1232g et seq.
U.S. Const. Amend. IV
ORC 149.41; 149.43
1347.01 et seq.
3313.20; 3313.47; 3313.66
3319.321
3327.014

CROSS REFS.: EBC, Emergency Plans
EEAC, School Bus Safety Program
EEACC, Student Conduct on School Buses (Also JFCC)
JFCJ, Weapons in the Schools
JFG, Interrogations and Searches
JO, Student Records
KK, Visitors to the Schools
Staff Handbooks
Student Handbooks

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File: ECA-R

SCHOOL PROPERTY SECURITY AND SAFETY

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.

Portable Metal Detectors

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

1. Prior to beginning metal detector checks, an administrator or law enforcement officer explains the process to the student body, emphasizing that checks are intended to maintain a safe school environment.
2. The administrator or officer checks each student by visually searching his/her locker and having them bring contents to a checkpoint.
3. The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator/officer scans the student without touching him/her, as well as the student's personal effects. Scan of the student's person is done by an adult who is the same gender as the student. If the student refuses to cooperate, the administrator/officer may proceed with the check in the presence of another adult.
4. If the metal detector is activated during scanning of the student's effects, the administrator/officer opens the student's bag, purse, etc. and looks for weapons. If the detector is activated during scanning of the student's person, the student is given a second opportunity to remove any metal-containing object from his/her person.

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File: ECA-R

1. If the metal detector is again activated, a same-gender administrator/officer conducts a pat-down search of the student's outer clothing in the area where the metal detector was activated. If the administrator/officer feels an object on the student's person, the student is given an opportunity to remove the object. If the student refuses, the administrator/officer escorts the student into a private room and removes the object from the student in the presence of an adult witness of the same gender.
2. If a properly conducted search yields a weapon or any other illegal material, it is turned over to the proper legal authorities for ultimate dispositions.

(Approval date: October 11, 2004)

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 to perform community service for the District instead of repayment of the damages.

[Adoption date: October 11, 2004]

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

File: ECF

ENERGY CONSERVATION

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

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

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

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

[Adoption date: October 11, 2004]

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

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

INTEGRATED PEST MANAGEMENT

The Board is committed to providing students with a safe learning environment free of pests and pesticides. The Board directs the administration to develop regulations for the proper use and control of pesticides and chemicals. In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential exposure to students and staff.

Whenever possible, pesticides are administered during noninstructional periods and/or during school breaks. If it becomes necessary to administer pesticides during times school is in session, the administration will provide notice to affected persons, prior to the date and time of the pesticide

application, of the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

[Adoption date: October 11, 2004]

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

CROSS REFS.: EB, Safety Program
EBBC, Bloodborne Pathogens
GBE, Staff Health and Safety File: EDE
COMPUTER/ON-LINE SERVICES (Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

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

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a

basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the

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File: EDE information

available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer on-line services use. The District has implemented technology-blocking measures in an effort to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has the ability, in most cases, to 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 prurient interest in nudity, sex, excretion or violence;
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.

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

[Adoption date: October 11, 2004] [Revision date:
April 25, 2005]

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 1329.54-1329.67

3313.20

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File: EDE

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

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

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File: EDE-1-R

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

The following guidelines and procedures are to be followed by staff, students or community members who are authorized to use the District's computers, local area network or on-line services (e-mail, Internet, commercial services). These guidelines are reviewed periodically and subject to revision as needed.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or

colleagues.

3. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep their password, personal account number, home addresses and telephone numbers private.
4. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers and school computers will always be private.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
6. Use of the computer and/or network will not be for financial gain or for any commercial or illegal activity.
7. The network should not be used in such a way that it will disrupt the use of the network by others.
8. All communications and information accessible via the network should be assumed to be private property.
9. Rules and regulations of on-line etiquette are subject to change by the administration.
10. Users shall use the system only under their own account password. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should one give his/her password to another user. Impersonation is not permitted. Real names must be used; pseudonyms are not allowed, except those assigned for use with newsgroups.

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File: EDE-1-R

1. The system shall be used only for purposes related to education or administration of the District. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
2. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
3. Users shall not transmit material that is threatening, obscene, inappropriate, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, color, national origin, citizenship status, gender, sexual orientation, economic status, age, disability, religion or political beliefs.
4. Copyrighted material may not be placed on the system without the author's permission and/or legally purchased software or license covering its use.

5. All copyrighted materials taken off the system and/or locally owned software are subject to all copyright laws. For example, an encyclopedia article from an electronic encyclopedia still is limited by copyright laws in how many copies can be made and how they can be used.
6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
7. Student users shall not read other users' mail or files without consent; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail. Misuse will result in loss of user privileges and/or other disciplinary measures.
8. Users are expected to keep messages brief and use appropriate language.
9. Users are not permitted to violate regulations prescribed by any on-line service provider.
10. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.
11. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.
12. Use of privately owned software on school computers is subject to the approval of the District technology department and to the tests of legality, appropriateness, relationship to curriculum and the compatibility with the District network and workstation standards.

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File: EDE-1-R

1. Installing any programs, applications, files, updates or plug-ins to a school computer is to be done only after permission is obtained from the District technology department and is subject to the tests of legality, appropriateness, relationship to the curriculum and the compatibility with the District network and workstation standards.
2. Subscribing to any newsgroup, joining a newsgroup mailing list or posting to a newsgroup will be done only with the approval of the staff member in charge of the computer.
3. Communicating in real time through chat rooms is strictly prohibited in any form or manner.
4. E-mail accounts for students and staff members are to be established using procedures outlined by the District office. A request must be completed by the staff member for an individual staff account. Staff members may request individual student accounts which are to be assigned to specific computer stations. The official District-sanctioned e-mail account is the only one to be used on school computers by students and staff. Free mail accounts through search engines, web sites or other Internet programs, such as Excite mail, are not permitted on school computers. School e-mail accounts need to be monitored by user

name, computer, date and time in order to track proper e-mail use.

5. Free posting of web pages from school computers to servers accessed through web sites, such as Geocities, is not allowed. Posting school web pages on sites other than those designated for that purpose is prohibited.
6. Staff members supervising and using computers must follow the District policy in their own use and in making decisions in granting students permissions for computer use.

Violations of any of the above guidelines and procedures may result in any or all of the following sanctions:

1. loss of access;
2. additional disciplinary action may be determined at the building level in line with the Code of Student Conduct and/or
3. when applicable, law enforcement agencies will be involved.

(Approval date: October 11, 2004)

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File: EDE-2-R

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

Student Regulations

The following guidelines and procedures are to be followed by the students of Middletown City Schools who are authorized to use the District's computers, local area network or on-line services (electronic mail, Internet, commercial services). These guidelines and procedures are reviewed periodically and subject to revision as needed.

Violations of any of the following guidelines or procedures may result in any or all of the following sanctions:

1. loss of user privileges;
2. the District may seek reimbursement for repair, replacement or any cost incurred by the District due to vandalism;
3. additional disciplinary action may be determined in line with the Code of Student Conduct or
4. when applicable, law enforcement agencies will be involved.

General Usage

1. Illegal activities are strictly prohibited.
2. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices of any activity prohibited by law or Board policy.
3. Users shall not transmit lewd, vulgar, indecent or plainly offensive speech.
 1. Users shall not transmit material that is threatening or harassing and that is based on race, color, national origin, gender, disability or age that

is:

2. A. so severe, pervasive, or objectively offensive, and that undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities;
 3. B. reasonably expected to create a substantial disruption or interference with the work of the District or the rights of other individuals.
4. Users shall not transmit material that is threatening or harassing and that is based on factors other than race, color, national origin, citizenship status, gender, sexual orientation, economic status, disability, religion, or age that is reasonably expected to create a substantial disruption or interference with work of the District or the rights of other individuals.
 5. Rules and regulations of network etiquette are subject to change by the administration.
 6. Any form of vandalism is prohibited. Vandalism includes uploading/downloading any inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials, or the data of another user.
 7. A user shall report any security problem or misuse of the network or its computers to a teacher, principal or immediate supervisor.

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File: EDE-2-R

Accidental site hit(s) will be documented by a staff member and copied and sent to the building tech leader(s), building principal(s) and the District technology office. (An accidental site hit occurs when a user unknowingly goes to a website which would be considered inappropriate for viewing. The user should immediately notify a staff member.

1. Users are not permitted to violate regulations prescribed by the District's on-line service provider. The District's online provider is the Southwestern Ohio Computer Association (SWOCA). The Acceptable Use Policy for SWOCA is linked to the District's web page.
2. The user in whose name the District's on-line service account is issued is responsible for its use at all times.
3. The computer and/or network are not to be used (accessed) for unauthorized financial gain or unauthorized commercial activity.
4. The network should not be used in such a way that it will disrupt the use of the network by others.

Privacy Issues

1. Users shall have no expectations of privacy. All communications and information that is accessible through a District computer is property of the District. District personnel may view files, communications, and any other computer or network communication at any time for any reason.
2. Students must not reveal personal information or that of staff or fellow students.
3. Users must not read other users' mail or files without consent of the user; they shall not attempt to interfere with other users' ability to send or receive electronic mail, not shall they attempt to read, delete, copy, modify or forge other users' mail.

4. The user shall use the network only under his/her own account password. All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the owner of that account and of the individual committing the violation, if not the owner. Under no conditions should one give his/her password or account number to another user. Impersonation for any purpose is not permitted.
5. When participating in an Interactive Video Distance Learning session, the user must be willing to allow audio and/or video transmission of all activities to remote locations to be heard and/or viewed by persons outside the Middletown City School District.

Communications

Electronic Mail-E-mail

1. E-mail accounts for students and staff members are to be established using procedures outlined by the District office. A request must be completed by the staff member for an individual staff account. Staff members may request individual student accounts. **The official District sanctioned e-mail account is the only one to be used on school computers by students and staff.** E-mail accounts through search engines, web site, or other Internet programs, such as Yahoo and HotMail, are not permitted on school
2. computers. School e-mail accounts need to be monitored by user names, computer, date, and time in order to track proper email use.
1. The use of e-mail accounts by students must be school-related or under teacher supervision.

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2-R

1. Students receiving an e-mail account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.
2. The use of a MCSD student e-mail account on any computer other than a District computer is strictly prohibited unless authorized by appropriate school personnel.
3. The use of real time communications program by students is strictly prohibited.

Chat Rooms

1. The independent, unsupervised, unapproved use of chat rooms by students is strictly prohibited.
2. The use of a chat room for a teacher-controlled activity is only permitted with curriculum connection and an application pre-approved by the building principal 24 hours before the scheduled activity. Any inappropriate occurrence should be documented on the approval form and returned to the building principal.
3. For all chat room activities, a single computer will be used with one student/teacher controlling input to the chat area for the entire class.

Web Exploration

Student Web Use

1. Posting of web pages from school computers to servers accessed through web sites, such as Geocities, is not allowed. Posting school-related web pages and projects by students on sites other than the Middletown City School District web site is prohibited.

Downloading Programs and Information

1. Installing or adding any programs, applications, files, updates, or plug-ins to a school computer is to be done only after permission is obtained from the staff member in charge of the computer.
2. The downloading of appropriate files for research and classroom use is permitted by teachers as long as they follow copyright laws and the District software policy.

Copyright

1. Copyrighted materials may not be placed on the system without the author's permission and/or possession of legally purchased software or license covering its use.
2. Copyrighted materials taken off the system and/or locally owned software shall be subject to all copyright laws.

IVDL - Interactive Video Distance Learning

Distance learning technology provides students with the unique opportunities to receive instruction and to participate in educational programs which would otherwise be unavailable to them due to the distance or cost involved. However, due to the very nature of distance learning, each student must agree to the following conditions for participating in this type of activity.

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File: EDE-2-R

1. The student will not behave in a manner that is disruptive or distracting to other students. This includes wearing clothing or otherwise having the appearance that, in the opinion of the instructor or supervisor, is disruptive or distracting to other students.
2. The student will not use language or gestures which are obscene, vulgar, profane or sexually suggestive.
3. The student's voice, image, physical presence and participation in class activities may be electronically recorded at any time and may be transmitted to instructors, students and other persons in remote locations as part of the distance learning course or program.

(Approval date: October 11, 2004)

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File: EDE-E

COMPUTER NETWORK AGREEMENT FORM

I hereby apply for a student/employee account on the District computer network: Circle one: student
employee Name: School:

Home Address:

City, State, Zip: Home Phone:

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein. I further state that all information provided for the creation of this account is truthful and accurate.

Signature: Date:

Parental Release Form (for students under 18 years of age)

I/We, _____, the parent(s) of (student
name) _____, have read and understand the
computer policy and its guidelines and regulations and we agree to its terms and conditions. We confirm our child's intentions to abide by the terms and conditions therein, and we agree to supervise our child's use of the computer network from home or outside of the classroom.

Signature: Date:

File: EEA

STUDENT TRANSPORTATION SERVICES

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

In addition to that required by law, the Board provides school bus transportation to all elementary and

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

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

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

Private School Transportation

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

[Adoption date: October 11, 2004]

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 File: EEAB

SCHOOL BUS SCHEDULING AND ROUTING

The administration will, prior to the opening of school, prepare the routes, stops and time schedules for all buses and submit the schedule to the Board for approval.

The following is used as guidelines in determining routes and stops:

1. Whenever possible, students should board and depart from the bus on their residence side of the road.
2. A school bus is not required to enter a subdivision to pick up students unless the streets are so laid out that the bus can travel through the subdivision in a continuous forward motion.
3. The number of bus stops on heavily traveled roads shall be the very minimum.
4. In an effort to avoid railroad crossings, underpasses and overpasses shall be used whenever

possible for the routing of buses.

[Adoption date: October 11, 2004]

LEGAL REF.: ORC 3327.01

CROSS REFS.: EEA, Student Transportation Services EEAC,
School Bus Safety Program File: EEAC

SCHOOL BUS SAFETY PROGRAM

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

1. The transportation program meets all state requirements regarding the approval of bus drivers, standards for buses and safe speeds.
2. 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.
3. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup.
4. Emergency evacuation drills are conducted regularly throughout the school year to thoroughly acquaint student riders with procedures in emergency conditions.
5. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
6. Students in the primary grades are given instruction on school bus safety and behavior within the first two weeks of the school year.

[Adoption date: October 11, 2004]

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

CROSS REF.: EB, Safety Program File: EEACB

SCHOOL BUS MAINTENANCE

All school buses are housed on the grounds at the bus garage. In the event it is necessary to house school buses in areas other than the bus garage, such areas are established by the Supervisor of Transportation with the approval of the Business Manager.

All school buses are kept in a clean, sanitary, and safe operating condition at all times by the bus driver and any malfunction shall be immediately reported to the Supervisor of Transportation/designee who will see that proper repairs and corrections are made as soon as possible.

[Adoption date: October 11, 2004]

CROSS REF.: EEAC, School Bus Safety Program File: EEACC (Also JFCC)

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 only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

The Board's policy regarding bus riding privileges and conduct must be posted in a central location in each school building and students transportation vehicle and made available to all and students parents.

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

[Adoption date: October 11, 2004]

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

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)

JGA, Corporal Punishment
Student Handbooks File: EEACD
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 to develop a school bus driver drug testing program in compliance with State and Federal law and regulations.

[Adoption date: October 11, 2004]

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

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 regulations reflect several requirements of the federal drug testing regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing. District personnel must adhere to the detailed provisions of federal regulations in administering the District's drug and alcohol program.

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

Pre-Employment Tests

A controlled substances test is administered before a driver performs any safety-sensitive functions for the District.

The test is required of an applicant only after he/she has been offered employment. Employment is conditional upon the applicant's receiving a negative drug test result.

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

Post-Accident Tests

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

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

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

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

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File: EEACD-R

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

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

Random Tests

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

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

Reasonable Suspicion Tests

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

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

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

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

Return-to-Duty Tests

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

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

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EEACD-R

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

Follow-Up Tests

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

Records

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

Notifications

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

information. The information identifies:

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

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File: EEACD-R

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

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

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

The Board designee notifies a driver of the results of random, reasonable suspicion and post-

accident drug tests if the test results are verified positive. The designee also tells the driver which controlled substances were verified as positive.

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

Enforcement

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

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

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

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File: EEACD-R

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

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

(Approval date: October 11, 2004)

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File: EEACE

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 school buses can be harmful to students and bus drivers. Also, unnecessary bus idling wastes fuel and financial resources. Therefore, the Board prohibits all unnecessary school bus idling. In addition, the Board prohibits the warming up of buses for longer than 10 minutes, except in extraordinary circumstances.

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: August 28, 2006]

LEGAL REF.: OAC 3301-83-20 (O)

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

File: EEAD

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 at cost and made part of the District regulations.
3. The drivers of the buses must be employees of the District and 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 approved by the Board and the trips do not interfere with routine transportation services, such as:

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

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File: EEAD

1. emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services;
2. a civil emergency as declared by the governor;
3. transporting school employees engaged in approved employee improvement programs or
4. transporting welfare reform participants and those participating in temporary assistance programs in coordination with local human service providers.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 3327.01; 3327.05; 3327.10; 3327.13; 3327.14; 3327.15 OAC
3301-83-16

CROSS REFS.: EEACD, Drug Testing for District Personnel Required to Hold a
Commercial Driver's License GBQ, Criminal Record Check IICA, Field Trips

2 of 2

File: EEAE

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: October 11, 2004]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

CROSS REF.: Staff Handbooks File: EF/EFB

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 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-third of the students are eligible under Federal law for free meals;
2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;

3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards and
5. the management of food services shall comply with all federal, state and local regulations.

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

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

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

Students with Special Dietary Needs

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

1 of 2 File:
EFF

FOOD SALE STANDARDS

Purpose

It is the Board's belief that poor nutrition affects children's health and their ability to learn. Schools are uniquely positioned to model and reinforce healthy eating behaviors by limiting access to high calorie, high fat and high sugar food and beverages. This includes providing healthy choices that are consistent with nutrition education messages. All food service operations including vending machines, should offer food choices that reflect the nutrition principles taught within the health curriculum.

Vending Machine Use

Elementary Schools - Vending machines shall not be operated in elementary schools in locations available to students.

Middle Schools and High Schools - Vending machines that offer foods that meet the minimum nutritional value as defined in this policy may be made available to students during school hours, except during meal periods. Competitive food sales of any type are prohibited during meal periods. Vending machines that offer foods that do not meet the minimum nutritional value must not be available to students during school hours.

Concessions and Fund Raisers

Concessions and food products sold as fundraisers must meet minimal nutritional value as defined in this policy and should not be available to students during school hours.

Snacks Served in the Cafeteria

Kindergarten through grade 6 students shall be limited to the purchase of one acceptable snack with their meal. Any snack item offered must meet minimal nutritional value standards.

Definitions

Competitive foods are foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program and School Breakfast Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, concessions and fundraisers.

Foods of minimal nutritional value include any food that fails to supply at least 5% of the USDA requirement for specified nutrients per 100 calories. The USDA further defines all foods other than meals served as part of the school meal program as competitive foods.

1 of 2

File: EFF School hours are

defined as the hours encompassing the students' instructional day. [Adoption date: October 11, 2004]

[Revision date: August 22, 2005] LEGAL REFS.:

ORC 3313.814

OAC 3301-91-09

CROSS REF.: IGDF, Student Fund-Raising Activities

Middletown City School District, Middletown, Ohio File: EF/EFB

Substitutions to regular school meals provided by the District will be made for students who are unable to eat such meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Such meals will be 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 such 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, will provide substitute meals to food-allergic students based upon the physician's signed statement.

[Adoption date: October 11, 2004]

LEGAL REFS.: National School Lunch Act; 42 USC 1751 et seq.
Child Nutrition Act of 1966; 42 USC 1771 et seq.
Americans with Disabilities Act; 42 USC 12112 et seq.
Rehabilitation Act of 1973, 29 USC 794
ORC 3313.81; 3313.812; 3313.813

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability JHCD,
Administering Medicines to Students File: EFG

STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the superintendent 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;
 1. provides assurance that district guidelines for reimbursable school meals are, at
 2. a minimum, equal to the guidelines issued by the U.S. Department of Agriculture; and
3. 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 and responsible for making an annual report to the Board.

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: March 27, 2006]

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 RC 3313.814 OAC 3301-91-09

CROSS REFS.: EF, Food Services Management EFB, Free and Reduced-Price Food Services EFF,
Food Sale Standards

Middletown City School District, Middletown, Ohio
File: EGAAA

COPYRIGHT

The Board conforms to existing United States 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 the 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.

Public Law 94-533, 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 reproducing or use of copyrighted materials complies with the procedures or is permissible under law shall contact the Superintendent/designee.

[Adoption date: October 11, 2004]

LEGAL REFS.: U.S. Const. Art. I, Section 8 Copyright Act,
17 USC 101 et seq.

File: EGAAA-R

COPYRIGHT

Educational Use of Copyrighted Print Materials

1. Fair use

The fair use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered include the:

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

2. Single copying for teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

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

3. Multiple copies for classroom use

Multiple copies (not to exceed more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

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

1) Brevity

Poetry: (a) a complete poem if 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.

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File: EGAAA-R

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.

2) Spontaneity

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

3) Cumulative effect

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

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

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

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

4. Prohibitions

- A. Copying shall not be used to create, replace or substitute for anthologies, compilations or collective works. Such replacements or substitutions may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets and similar consumable material.

C. Copying shall not:

- 1) substitute for the purchase of books, publishers' reprints or periodicals;
- 2) be directed by higher authority or
- 3) be repeated with respect to the same item by the same teacher from term to term.

D. No charge shall be made to the student beyond the actual cost of the photocopying.

Educational Use of Copyrighted Music

1. Permissible uses

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

2. Prohibitions

- A. Copying shall not be used to create, replace or substitute for anthologies, compilations or collective works.

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File: EGAAA-R

- 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.

5 of 7 File: EGAAA-R

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:
 2. NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL.
1. 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.

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File: EGAAA-R

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: October 11, 2004)

7 of 7 File: EGAAA-E

COPYRIGHT

Teacher's Name _____

Program Title _____ Date _____

Recorded _____ Length of _____

Program _____ Sources (if other _____

than home recorder) _____ Was this program _____

recorded from a pay TV channel? Yes _____ No _____ Course of Study _____

Objectives (can be coded): _____

Approved _____, Principal File: EHA

DATA AND RECORDS RETENTION

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

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

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

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

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

Electronic Mail

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

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

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

[Adoption date: October 11, 2004]

1 of 2 File: EHA

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

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

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

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File: EHA-R

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 1 of 2

File: EHA-R

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)

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File: EI

INSURANCE MANAGEMENT

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

The Treasurer administers the total insurance program.

The District makes efforts to obtain insurance at the most economical cost, consistent with required coverage and service, through obtaining quotations or bids.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 9.83

9.90 3313.201; 3313.202; 3313.203 3327.09 3917.01; 3917.04

CROSS REF.: GCBC, Professional Staff Fringe Benefits

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