

## SECTION E: SUPPORT SERVICES

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## SECTION E: SUPPORT SERVICES

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## SUPPORT SERVICES GOALS

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

In order to provide support services for the overall educational program, the Board develops goals which 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: January 20, 2004]

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

## SAFETY PROGRAM

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

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

The practice of safety is a part of the instructional plan of the District through educational programs. The educational program includes instruction in 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: January 20, 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

## BUILDINGS AND GROUNDS INSPECTIONS

It is the intent of the Board to tour the buildings of the District at least once a year, one aspect of such tour being the identification of safety hazards. The building principals and the supervisor of buildings, grounds and maintenance will be continuously responsible for the identification and correction of safety hazards, and members of the health staff will inspect buildings at least twice each year. In addition to these inspections are state inspection of boilers, elevator and annual fire inspections, including the checking of fire extinguishers, and incidental checks by insurance companies.

[Adoption date: January 20, 2004]

## REPORTING OF HAZARDS

The Board is concerned for the safety of students and staff members and, therefore, attempts to comply with all Federal and State 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 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;
4. design and implement a written communication program which:
  - A. lists hazardous materials present on District property;
  - B. details the methods used to inform staff and students of the hazards and
  - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. 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
6. 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.

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### 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 Federal and State laws 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.

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Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

[Adoption date: January 20, 2004]

LEGAL REFS.: 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.  
20 USC 8901  
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.

CROSS REFS.: EB, Safety Program  
EBB, Accident Prevention and Safety Procedures  
EBBC, Bloodborne Pathogens  
GBE, Staff Health and Safety



## SECURITY MONITORS

The District may use cameras and video equipment to monitor the buildings and grounds. The use of this equipment is to assist the school in providing a safe and secure environment for its students, staff and general public. In order to be both proactive and preventive, the following are the guidelines for the implementation and use of the equipment for the maximum utilization of these devices.

### General Guidelines

1. The monitoring devices are the property of and their use is the responsibility of the school.
2. Cameras and recording devices will be used on a 24-hour basis throughout the school year, and may be used while school is not in session.
3. Signs are posted in areas near cameras to make students and the general public aware of the use of these devices.
4. Students are under the jurisdiction of the District rules and regulations, as found in the Rights and Responsibilities Handbook for Secondary Students. These include specific building and bus rules and regulations found in the student's handbook.
5. Individuals, other than students, are subject to Federal, State and local laws and Board policies with respect to the use of District property.

### Use of Tapes

1. The school reserves the right to use tapes in disciplinary occurrences. School authorities may include tapes as part of the disciplinary investigation to show rule violations to hearing officers, police and court authorities, parents/guardians and/or students. When properly identified, these tapes may be stored in the school safe for future reference.
2. Administrators who use tapes as part of the due process hearing procedure will complete a form indicating the use of a specific tape. The information on this form will include date, time of request as well as date, time and reason for the use of the tapes.
3. Only necessary authorized staff will observe tapes and permission to view any tape by an outside authority will be granted only after those requesting permission to see tapes complete a formal request.
4. When school authorities observe any behavior that may be in violation of the law by any person, including students, they may contact local authorities to determine if such

incident is sufficient to warrant criminal charges. If the authorities recommend that the tapes warrant law enforcement action, the central office and the proper authorities will be notified of this decision.

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5. Law enforcement agencies may request viewing of tape to assist them in their investigative responsibilities after completion of the proper request form.

[Adoption date: January 20, 2004]



INDEMNITY AGREEMENT FOR SURVEILLANCE CAMERAS

This agreement is made on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_, in the township and village, state of Ohio. The parties to this agreement are Bath Local Schools and \_\_\_\_\_.

Bath Local School District for security reasons may monitor the grounds and surrounding areas through surveillance cameras. Bath Local Schools is now agreeing to make available these photographs to \_\_\_\_\_ on condition that \_\_\_\_\_ agrees to hold harmless and indemnify for any loss, damage or liability that may suffer from any claims made against resulting from the use of these photographs by \_\_\_\_\_ for any reason whatsoever.

It is hereby agreed:

\_\_\_\_\_ agrees to indemnify and hold harmless Bath Local Schools from any liability or damages may suffer as a result of claims, demands, damages, costs or judgments against it arising out of its agreement with to provide photographs taken by \_\_\_\_\_ for security reasons at Bath Local Schools.

\_\_\_\_\_ in the enforcement of any part of this indemnity agreement shall incur necessary expenses, fees or costs then \_\_\_\_\_ shall pay all such costs to \_\_\_\_\_ within 10 days after written notice from \_\_\_\_\_ of the incurring of such expenses.

IN WITNESS THEREOF, this agreement has been duly executed and delivered as of the date first written above.

\_\_\_\_\_  
By: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

VIDEO TAPE ACCESS REQUEST FORM

The undersigned hereby requests approval to view the following videotaped information that took place on date: \_\_\_\_\_ at \_\_\_\_\_.

Specific Data Requested:

I hereby agree that I will not transfer any information to another person, agency, institution or otherwise use the same without the written consent of the Bath Local School District unless subject to a subpoena to do so.

Print Name and Title

Date

Signature

FOR SCHOOL USE ONLY

Date received: \_\_\_\_\_

By: \_\_\_\_\_

Date access authorized \_\_\_\_\_

By: \_\_\_\_\_

Date of actual access: \_\_\_\_\_

By: \_\_\_\_\_

Filed in record by: \_\_\_\_\_

Date: \_\_\_\_\_

## ACCIDENT PREVENTION AND SAFETY PROCEDURES

### School Health Program

The District strives to provide a comprehensive program for the complete physical, mental and social well-being of their students and staff. The primary responsibility for the student's health and well-being is that of the parent; however, school administrators, school staff members, the school nurse, secretaries, the school psychologist, and special service personnel are also responsible to provide the ways and means to identify health problems, provide for student safety and, if necessary, assist in obtaining professional care.

Emergency medical and emergency procedure forms are kept on file in each of the various buildings for each student. Each building also has a list of students with special health problems. All students in the Bath Local School System have up-to-date health and immunization records as required by law.

The curricular and extracurricular areas are designed to make students aware of the importance of good health and hygiene and allow for proper physical activities through physical education and athletics.

[Adoption date: January 20, 2004]

## FIRST AID

When a student or staff member is injured or becomes suddenly ill at school or while engaged in school-sponsored activities, the following procedures will be followed:

1. A school nurse or other trained person will be responsible for administering first aid. A physician and/or an emergency medical service will be called in case of serious illness or injury.
2. In accordance with law, the parents of all children will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in event of a medical emergency involving their child.
3. Emergency care and first aid only will be provided. A physician will outline first aid treatment and emergency care for various types of illness and injury.

Use of medications will be 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.

4. In all cases where the nature of an illness or an injury appears serious, the parents will be contacted if possible, and the instructions on the child's emergency card followed. Thus in extreme emergencies, arrangements usually can be made for a child's immediate hospitalization whether or not the parent can be reached.
5. No young child who is ill or injured will be sent home alone, nor will an older child unless the illness is minor and the parents have been informed in advance.

[Adoption date: January 20, 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 Handbook

## ACCIDENT REPORTS

Teachers or supervisory personnel shall report all incidents of accident or serious illness promptly to the principal. The principal or his/her designee shall report the facts promptly to the child's parent or guardian. In case of accident, the principal reports the facts promptly to the Superintendent or his/her designee. All such reports must be in writing on forms provided by the Superintendent's office and submitted within 24 hours.

[Adoption date: January 20, 2004]

ACCIDENT REPORT

1. Name of Injured \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Home Room \_\_\_\_\_
2. Nature of injury (cut, scratch, foreign matter in eye, etc.)  
\_\_\_\_\_
3. Tools or machines involved \_\_\_\_\_
4. Witnesses to the accident, Name \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_
5. Treatment: First aid \_\_\_\_\_ By Whom \_\_\_\_\_  
Physician \_\_\_\_\_ Address \_\_\_\_\_  
Hospital \_\_\_\_\_ Address \_\_\_\_\_
6. Cause of Accident (poor condition, wrong procedure, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
7. Correction (what will be done to prevent future accidents)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name



## BLOODBORNE PATHOGENS

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

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

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

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

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

[Adoption date: January 20, 2004]

LEGAL REFS.: Public Employment Risk Reduction Act; ORC 4167.01 et seq.  
20 USC 8901  
29 CFR 1910.1030

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

\* 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).

**BLOODBORNE PATHOGENS**  
(Center for Disease Control Guidelines  
for the Sanitary Management of Blood and Bodily Fluids)

Custodial/Maintenance Personnel

1. Treat any blood and bodily fluid spill as though it were infectious. Why take the risk?
2. Wear disposable gloves.
3. Use tissues or disposable towels.
4. Mop up spills - scrub with soap and water.
5. Mix a 10% bleach solution, mixed fresh, to disinfect the area.
6. If a mop is used, disinfect with the bleach solution before returning it to storage.
7. Discard soiled materials and paper towels in a plastic garbage bag and seal it. Place this and your gloves into a second garbage bag, seal and dispose as with any garbage.
8. Lastly, wash hands thoroughly with soap and running water for at least 15 seconds.

In the event cleaning and disinfectant materials are not available, follow these simple procedures:

1. Mop up the spill as best as possible with paper towels.
2. Dispose of soiled paper towels in a plastic bag lined trash can.
3. Block off the area until it can be properly cleaned and disinfected.
4. Seal the trash bag.
5. Wash hands with soap and running water for at least 15 seconds.

Teaching/Support Staff

1. Treat any blood and bodily fluid spill as though it were infectious. Why take the risk?
2. Wear disposable gloves.
3. Stop any bleeding by pressure - using tissues, towel, etc. The student, where possible, should apply pressure.

4. Call nurse, if available.

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5. Notify immediate supervisor of blood and/or fluid spill so custodial staff can clean affected area.
6. Be sure other students stay away from body spills and blood-infected areas until cleaned up.

Immediate Supervisor/Building Administrator

The immediate supervisor and/or building administrator shall notify the custodial/maintenance staff immediately upon notification about any blood or bodily fluid spills so they can be cleaned up immediately.

Comments

Blood and bodily fluid spills certainly are a common occurrence in all schools. These potentially infectious spills can pose a serious health hazard and must be cleaned up immediately. By following the recommended cleaning and disinfecting guidelines, contamination and infection can be significantly reduced. Why take the risk?

(Approval date: January 20, 2004)



## EMERGENCY PLANS

The safety and well-being of the students and staff are a priority. Although emergencies and disasters cannot be predicted, plans are prepared to minimize the effects of a disaster.

Emergency plans have been prepared for District schools by the administration and are used by personnel and students in case of fire, civil emergencies and natural disasters. The regulations are posted in each classroom and other areas accessible to students. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 3737.73; 3737.99  
OAC 3301-35-06

CROSS REFS.: EBD, Crisis Management  
ECA, Buildings and Grounds Security  
Emergency Plans Handbook

## EMERGENCY CLOSINGS

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

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

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

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

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

The District will make up the time missed if the schools are closed due to a bomb threat (or any other act of inducing panic) in one-half hour increments added to other school days.

[Adoption date: January 20, 2004]

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

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

## 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.

### Power Outages

Regardless of time of occurrence, the first step will be to notify the maintenance supervisor, the Superintendent, and the power contact person.

After a determination of the type of trouble and probable length of outage, the following will apply:

1. If a two-hour or less outage is anticipated at 7:00 a.m., or before, buses will be held and appropriate notice given to the various radio and TV stations. A power outage that exceeds two hours will result in the cancellation of school and appropriate notice will be given.
2. If an outage occurs between busloads and information indicates a lengthy problem, second load students will not be picked up and a notice of hold on school schedules will be announced by radio.

3. Problems occurring after 9:00 a.m., which indicate prolonged outage, will be handled in such a way that lunch will be served, if possible, and students will be taken home approximately two hours after the outage. This schedule will be flexible within reasonable limits.
4. When outages occur after 1:00 p.m., schools will continue until normal dismissal time unless some severe limitation is present.

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5. Absence of power in one building which requires its closing will not automatically affect all other buildings in the system. If possible, all other buildings will continue normal schedules and regular bussing will be provided.
6. In any emergency or outage, first consideration will be given to transportation or housing of very young students.

### Bomb Threat

The following steps are to be followed in the event of receiving a bomb threat:

1. The person receiving a phone call (bomb threat) must complete the Bomb Threat Form, which is located under each building secretary's phone. Record display number from phone (when available). Report threat to the principal. Mail threat will be given to the building principal.
2. If the building principal determines that a threat is real, he/she will start the evacuation of building and/or buildings.
  - A. Students will leave the building with all personal and school items that they brought to their classroom and/or activity. The fire drill evacuation plan should be utilized for exiting the building.
3. The principal will begin an overt search of the building.
  - A. Each teacher will search own area.
  - B. Custodians will check public access areas.
  - C. Principal will check lockers, cut off any locks deemed necessary with the assistance of guidance counselors and secretaries.
  - D. The building principal shall review any/all information garnered from Bomb Threat Form concerning person(s) involved in originating threat before sharing with the Superintendent.
4. The Superintendent will be notified. The principal and/or the Superintendent will:
  - A. The fire department should be notified; they will alert the proper law enforcement agency.
  - B. The number of buses needed to house or transport students will be determined and made available (under the supervision of the transportation coordinator).

- C. A list of personnel available to drive buses should be listed with the transportation coordinator along with telephone numbers and where they can normally be reached.
- D. The Superintendent must file a report with the policy (or Bomb Squad) if the threat was determined to be real.

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## Bomb Search Plan

### Principal

Announce via the PA that “teachers are to count the number of RED chairs in their rooms”, indicating a bomb threat.

### Teachers

Check their own classrooms for a suspicious item.

### Food Service

Check the food service areas including the cafeterias.

### Custodians

Check all custodial closets, behind stairwells, restrooms and wastebaskets.

### Guidance Counselors

Check their area, then assist principal.

### Secretaries

Check their area, then assist principal.

Do not use walkie-talkies, cellular phones, or bus radios; they may detonate a bomb.

Anything suspicious - DO NOT TOUCH IT!

If suspicious package is found, the principal or the principal’s designee calls the police.

### Tornado Warning

Upon receipt of word of a tornado watch, the building principal or his/her designee shall take the following steps:

1. Turn on your emergency broadcast monitor.
2. Alert classroom instructors that a watch is in effect and that they should be prepared to move to predestinated positions upon further instructions.
3. Alert the transportation supervisor if any unusual circumstances warrant moving students from the building.

4. Alert the Superintendent if any usual circumstances require assignment of additional personnel to your building for control.
5. Alter the nurse if he/she is in your building.

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Each building principal is responsible for developing, along with his/her staff, designated “safe” areas to which students may be moved during severe weather conditions. Appropriately marked floor plan maps should be available in each building office.

Unless unusual circumstances warrant, schools will not transport students home during a tornado warning. In the event transportation is necessitated, information will be provided by the radio and TV stations.

If storm damage is sustained, the police should be notified; they in turn will contact the necessary fire, rescue and law enforcement agencies. At the same time, notice should be given to the Superintendent for necessary transportation.

### Weather

In the advent of adverse weather conditions, such as fog, snow, or ice, the following is the normal progression of school delays and/or closing for safety reasons:

1. A one hour delay, which means that buses will make their routine pickup and delivery one hour later than normal - A.M. only.
2. A two-hour delay, which means that buses will make their routine pickup and delivery two hours later than normal.
3. No further delays will be considered after the two-hour delay and if conditions are such that transportation cannot be safely provided, the schools will be closed for the day.

### Hazardous Materials Emergency

An external hazardous materials emergency could result from an industrial, rail, roadway, or pipeline accident, which releases dangerous substances into the atmosphere, or a nearby accident, which poses the threat of fire/explosion.

### Protective Actions

1. Emergency Evacuation. This option would be employed in the event of a fire or explosion, or eminent threat of fire or explosion near the school(s) caused by an occurrence such as a gasoline spill, tank accident or gas leak.

Students and school personnel would be evacuated away from the danger area and possibly transported to other locations in accordance with student relocation procedures.

2. Precautionary Evacuation. This option would be employed when it is known that a hazardous materials emergency is likely to develop or an existing incident is likely to change to an emergency and sufficient time is expected for students and school

personnel to move away from the potential danger area without being exposed to the hazard.

Students and school personnel would be transported to other locations in accordance with student relocation procedures.

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3. Shelter In Place. This option is the most effective and practical when it is not feasible to move away from the danger area. It involves entering the school or other building, activating below procedures to exclude outside air, and remaining sheltered until the danger has passed.
  - A. Go (or stay) inside the school or other building.
  - B. Close all outside doors and close and lock all windows.
  - C. Set heating/air conditioning systems to 100% recirculation so that no outside air is drawn into the structure. If this is not possible, turn off heating/air conditioning systems.
  - D. Turn off all exhaust fans and other ventilation systems.
  - E. Seal any obvious gaps around windows, doors, vents, etc., with wet towels or other material.
  - F. Discontinue use of elevators.
  - G. If there is a danger of external explosion, close drapes, blinds, and move students.

An internal hazardous materials emergency could be caused by an occurrence such as a gas leak or the release of gasoline/flammable substances into the sanitary or storm sewers. The eminent threat of fire, explosion, and toxic fumes would be present.

#### Protective Action

1. Emergency Evacuation. Use the same procedure as shown under “Fire and Explosion.”

[Adoption date: January 20, 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



FBI BOMB DATA CENTER

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat:

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**Caller's Voice:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

\_\_\_\_\_ Whispered

If voice is familiar, who did it sound like? \_\_\_\_\_

1 of 2

**Background Sounds:**

Street Noises     Factory Machinery  
 Crockery         Animal Noise  
 Voices             Clear  
 PA System         Static  
 Music              Local  
 House Noises     Long Distance  
 Motor              Booth  
 Office Machinery

Other \_\_\_\_\_

**Threat Language:**

Well Spoken     Incoherent  
 (Educated)     Taped  
 Foul              Message read  
 Irrational        Threat maker

REMARKS: \_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Report call immediately to: \_\_\_\_\_

Phone number: \_\_\_\_\_

Your Name \_\_\_\_\_

Position \_\_\_\_\_

Phone Number \_\_\_\_\_

BOMB THREAT Date: \_\_\_\_\_



## BUILDINGS AND GROUNDS SECURITY

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

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

[Adoption date: January 20, 2004]

LEGAL REF.: ORC 3313.20

CROSS REFS.: EBC, Emergency Plans  
KK, Visitors to the Schools

## BUILDINGS AND GROUNDS SECURITY

### Trespassing

In an effort to ensure the protection of students, employees, buildings and equipment, and in accordance with the Ohio Revised Code Section 2911.12, the Board adopts the following rules and regulations. They pertain to persons other than employees and students and they shall be posted:

1. No unauthorized person shall trespass, loiter or remain in any school building of the District or on the grounds thereof.
2. All school property shall be off limits to unauthorized persons and vehicles from 10:30 p.m. to 6:00 a.m. Violators will be prosecuted.
3. All persons except those hereinafter described shall upon entering any school building of the District report immediately to the office of the principal and request a visitor's permit. Parents who are visiting classes are to report to the principal's office and request a visitor's permit.
4. This shall not be applicable to; students enrolled in any such school; students entering any such building for the purpose of enrollment therein; members of the faculty and staff and employees of the schools; persons who have been authorized by school authorities to enter any such building for professional and/or business purposes and persons attending events sponsored by or authorized by school authorities and remaining in the area of the school building or grounds thereof assigned for such event.
5. No person shall remain in any school building or on the grounds thereof after being requested to leave the premises by a principal, teacher or any person assigned to the duties of custodian, or a member of the administrative staff of the schools.
6. Any person who fails to comply with the provisions of any of the preceding sections shall be in violation of the rules and regulations of the Board.
7. A copy of these rules and regulations shall be posted conspicuously by the principal of each school at or near the entrance to the grounds or premises; if there are no formal entrances, they shall be posted at the main entrance of each school building.
8. The Board prohibits unauthorized persons from trespassing on all school areas that are fenced in or locked (i.e., stadium area and varsity football field) during all times when they are not supervised by school personnel and that there shall be no use of unauthorized motor vehicles on school property at any time.

School playgrounds may be used during daylight hours, as long as persons use the areas designated for play and do not interfere with others or damage school property.

1 of 2

Keys, Locks and Control

It shall be the duty of each employee who has in his/her possession or control a key to any lock in any building under the care and control of the Board to prevent said key from coming into the possession or control of any person other than himself/herself. This section is intended to include lending of keys or Sonitrol card or disclosing Sonitrol number to any teacher, faculty member, custodian, student or other person to whom said keys or Sonitrol numbers were not originally issued. Any violation of this section may warrant immediate disciplinary action.

(Approval date: January 20, 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 District property.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate authority, as he/she sees fit, 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: January 20, 2004]

LEGAL REFS.: ORC 2909.05  
3109.09  
3313.173  
3737.99

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

## ENERGY CONSERVATION

Energy conservation measures should be taken in order to protect natural resources and to minimize the District's expenditures for 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 building;
8. floor space and
9. condition of insulation.

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

[Adoption date: January 20, 2004]

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

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

## INTEGRATED PEST MANAGEMENT

The Board is committed to providing students with a safe learning environment free of pests 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: January 20, 2004]

LEGAL REFS.: Public Employment Risk Reduction Act; ORC 4167.01 et seq.  
20 USC 8901  
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

## INTEGRATED PEST MANAGEMENT

### Use of Pesticides

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

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

D. the formulation of the product;

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

- J. time of day, including the time of starting the actual application and the time of completion or, if uncompleted, the time when operations ceased for the day and
- K. wind direction and velocity, air temperature and other weather conditions when applicable.

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11. District employee(s) responsible for handling and applying pesticides are required to have a valid pesticide application license issued by the Ohio Department of Agriculture, or must work under the direct supervision of a licensed applicator as permitted by ODA guidelines.
12. No school support groups, i.e. PTA, PTO, athletic boosters, etc. are permitted to apply chemicals on District property.
13. Any contracted services requiring the use of pesticides or any other chemicals must abide by Board policy and administrative regulations.

(Approval date: January 20, 2004)



## AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

It is the responsibility of each employee to take the best care possible of school supplies and school equipment in his/her department and under his/her jurisdiction. School equipment shall not be loaned to outside organizations or staff members without expressed approval of the Superintendent or his/her designee.

[Adoption date: January 20, 2004]

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

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for the proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The Superintendent also ensures that both staff and students are adequately informed about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an illegal or unethical manner.

Technology Privacy

The Board recognizes its staff members' right to privacy in their personal lives. The District has established this policy to inform staff members of the District's position with respect to staff member privacy in the workplace and to protect the District's interests.

All computers, telephone systems, electronic mail systems and voice mail systems are the District's property and are to be used primarily for school purposes. The District retains the right to access and review all electronic and voice mail, computer files, databases and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

The District with or without the staff member's knowledge may review such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password.

Computers, electronic mail and voice mail are to be used primarily for business purposes. Staff members are encouraged to keep their personal records and personal business at home.

Because the District's computer and voice mail systems are to be used primarily for school purposes, staff members are prohibited from sending offensive, discriminatory or harassing computer, electronic or voice mail messages.

This policy is necessary to ensure that District resources are used properly. Review of computer files, electronic mail and voice mail will be done only in the ordinary course of business and will be motivated by legitimate business reasons. If a staff member's personal information is

discovered, the contents of such discovery will not be reviewed by the District, except to the extent necessary to determine if the District's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

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The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the District. Staff members shall not remove or communicate any such information in any form for their personal use or for the use of others. In addition, staff members may not copy software on any District computer and may not bring software from outside sources for use on District equipment without the prior approval of the Superintendent. Such pre-approval will include the review of any copyright infringement's or virus problems associated with such outside software.

All computers and any information software contained therein are property of the District. Use of equipment and software may not be used for the purpose of copying materials in violation of copyright laws.

[Adoption date: January 20, 2004]

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  
3319.321

CROSS REFS.: AC, Nondiscrimination/Antiharassment  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
IB, Academic Freedom  
IIA, Instructional Materials  
IIBG, Computer-Assisted Instruction  
JFC, Student Conduct



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

Computer Technology/Networks

The Technology Services Department is responsible for the management of the District's technology system and for making the arrangements for any networks which may be used to enhance the educational program and/or operations of the District.

The Technology Services Department ensures that the guidelines established for program development, the selection of material and equipment and the District's purchasing guidelines are followed. In addition, the building administrator makes sure that the appropriate agreement for (Internet Use Agreement Form) is complete for each staff member and student who will have access to District technology and any networks.

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval. It is essential that staff members and students be provided the following information concerning the use of the Internet. This can be done through written guidelines, faculty and student meetings and introductory remarks at the beginning of a course in which the Internet may be used.

1. Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. All student use is to be supervised by a staff member or approved volunteer who has signed the Internet Use Agreement Form.
2. Because of the vast amount of information that can be retrieved from the worldwide web, teachers need to ensure that students have developed and are using proper research skills when retrieving information. It may be inappropriate, costly and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between web-sites that are "attractive but superficial or irrelevant" from those that are attractive, substantive and relevant.
3. Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so those student can accomplish the purpose of the instruction within the established time period.
4. Although the Internet Use Agreement Form, which both students and staff members must sign, prohibits the use of the Internet for unethical purposes or to obtain information that could be considered obscene, pornographic or unsuitable for children, these terms are generally rather than specifically defined. This creates gray areas and

the need for judgment on the part of staff prior to accessing or allowing access to information that the staff member is unsure about, he/she should consult with the principal.

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As students and/or staff members complete projects which reflect unusual and creative applications of technology, the projects should be shared with the principal so that proper publicity can be created as appropriate to the project.

### Personal Use of District Technology

The following guidelines will govern the personal use of the District's technology by staff members as well as use for school purposes by either staff or students while at home. Students may not access District technology for personal use at any time.

1. A request to use personal software is to be submitted to the technology coordinator before any personal software is brought to school. In addition, the staff member must provide either the licensing agreement from the manufacturer or a proof of purchase.
2. A staff member or a student may start a project using District software at school or personal software at home and produce a copy of the project or document. When the project is completed, the staff member or student should notify the principal to find out whether or not the District wishes to keep a copy for reference or for use by others. No staff member or student should expect to retain any proprietary rights to such software in terms of use by the District.
3. Copyright and licensing laws restrict the copying of District software. Staff or student must contact the technology coordinator to find out whether or not there is any licensing agreement associated with that software and, if so, whether the license allows the staff member or student to load the material on his/her home computer.
4. No staff member or student is allowed access to the Internet or other networks without first signing the Internet Use Agreement Form. All student use of the Internet must be under the supervision of a staff member or approved volunteer.
5. Neither staff members nor students are to use the Internet for discriminatory or unlawful purposes but only for purposes related to the District's educational program or for operational needs.
6. With regard to personal e-mail, staff members may use it to send and/or receive personal messages providing such use is limited to nonduty time and does not involve the conduct of any personal, discriminatory or unlawful business.
7. Students are allowed to send or receive personal e-mail messages with the consent of the classroom teacher, librarian or resource media volunteer.

### Technology Equipment Security Procedures (Technology Guidelines)

1. Identification:

- A. A label with the District's name and an inventory identification number is placed on each piece of equipment.
- B. Records of the identification number, serial number, model and acquisition date etc. for each piece of equipment are maintained in the CFO/Treasurer's office.

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C. Records on each piece of software, organized by title and course or program, are maintained in the Technology Services Department.

2. Use of Hardware and Software:

All technology related equipment to be used either in the District or off-school premises is checked out through the building principal. Use of equipment and software may not be used for the purpose of copying materials in violation of copyright laws.

The person signing the request form is responsible for the condition of the equipment/software until checked back in.

Students may not use equipment or software off of school premises.

Where an exceptional instructional need is demonstrated, the principal may grant the use of equipment off school premises only after consulting the technology coordinator.

Exception instructional needs include, but are not limited to:

- A. laptops and projectors used at school-related events or
- B. teacher/administrator giving a presentation at a school-related event.

3. Equipment Repair:

If a piece of equipment needs to be repaired, it must be reported to the building system operator. The building system operator will troubleshoot the problem and request support from the Technology Services Department. Request for repair must include location, serial number and detailed description of equipment and problem.

4. Report of Loss:

If any equipment or software is lost, the building principal and the Technology Services Department are notified. The principal may notify police, if deemed appropriate. A complete inventory of all other equipment and/or software located in the same area as the lost items is taken. Inventory cards for all missing equipment/software are kept in a separate file for use in giving information to the police and/or the insurance company.

At-Home Access to District Technology

The District allows staff members, students and/or members of the community to access District technology and the Internet through the use of home computers in accordance with the following guidelines:

1. The amount of access time the District allows is limited.

2. The District does not provide help-desk support.

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3. The District will not be responsible for:
  - A. any content that a home-user may access through the Internet;
  - B. any virus that a home-user may obtain through District access;
  - C. any copyright violations that may be incurred through District access or
  - D. loss or damage to any equipment of the home-user.
4. The District will not allow a home-user to establish personal e-mail accounts through District access.
5. The technology coordinator is responsible for creating an on-line agreement whereby when a person logs on to the District system, he/she acknowledges that the District has been assigned the rights to any work product created from the use of the District's technology.

#### Password Security

##### Administrative Servers:

1. All users are required to change the given password.
2. Users are forced to make periodic password changes.
3. All passwords must be greater than five characters.
4. Users are encouraged to make passwords unique (ex., include a symbol or number).

##### Educational Servers:

1. Teachers and students are recommended to maintain a password to secure their subdirectory.
2. Students are not required to have a password for grades kindergarten through fourth grade.
3. Students in grades 5-12 are asked to maintain a password.

##### All Servers:

All administrative login levels must have a password and are changed on a periodic schedule.

#### Backup Procedures

All servers are backed up weekly using the backup procedure. A group of backup tapes are rotated weekly (maintaining four sets of backups). All sets of tapes are maintained in a safe for emergency purposes.

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Backup Procedure:

A network loadable module that resides on two servers

Data:

1. At the server or workstation attach to Scheduler
2. Back up a NetWare server
3. Mark the servers that you want to back up
4. Identify the type of backup
5. Establish a time for backup
5. Stamp with a name and session for the purpose of restoring a server

Virus Protection Procedures

Bath Schools has established a uniform virus protection policy.

All workstations are updated with the most recent virus protection software. All workstations are updated with the most recent virus protection DAT files.

All file servers are updated with the most recent network virus protection software. All the file servers are updated with the most recent virus protection DAT files.

Virus protection is ongoing and must be maintained in a uniform pattern.

(Approval date: January 20, 2004)



## STAFF NETWORK AND ACCEPTABLE USE AGREEMENT

Dear Parent(s) or Guardian(s)

Your son or daughter has the opportunity to access a worldwide computer network called the Internet. We have established an agreement with the Computer Services Cooperative to enable us to provide this service. Your son or daughter would be able to reach this worldwide network through a computer link.

NOACSC is a member of the Ohio Education Computer Network, a statewide computer network supported by the Ohio Department of Education. NOACSC provides a wide variety of data processing servicing school districts in the northwest Ohio area including access to the Internet.

The purpose of this letter is to inform you about some issues you need to be aware of, namely:

1. It is possible for students using the Internet to gain access to materials that you would find objectionable and that are not suitable for school-aged children such as, but not limited to, munitions, manuals, pornography and racist and sexist materials.
2. Access to these materials cannot be limited with available funds and technology. Consequently, parents, District staff and students must inform, educate, monitor and cooperate to restrict access to these unsuitable and offensive materials.

You should also know that as a District we have agreed to the following terms for Internet access through NOACSC.

1. The NOACSC does not routinely monitor access by District staff or students to the Internet and does not warrant the accuracy or appropriateness of any information on any of the interconnected systems that comprise the Internet.
2. The NOACSC does not control or routinely monitor data or information sent to, directed at or delivered to users connected through the Internet. Therefore, the NOACSC cannot and does not guarantee the appropriateness of any data or information sent to, directed at or delivered to users connected through the Internet.
3. Some material available through the Internet is inappropriate for school-aged pupils. This includes, but is not limited to, text, pictures, sound and video concerning subjects such as, but not limited to, munitions manufacture, pornography and racist and sexist materials.
4. Distribution of inappropriate materials can result in civil and/or criminal penalties.
5. Unauthorized access of Internet systems can result in civil and/or criminal penalties.

6. Anyone using NOACSC computer systems and the Internet is subject to having all of their activities monitored and recorded by system personnel. All District users expressly consent to such monitoring and are advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

7. District staff monitors student usage of the Internet
8. It is the responsibility of the District to ensure that everyone availing themselves of the Internet access provided to the District by the NOACSC is aware of and consents and agrees to adhere to this agreement and the terms thereof and the NOACSC Acceptable Use Policy. This responsibility includes informing and obtaining the consent of the legal parent/guardian of minors availing themselves of this access.



## 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 director of operations who is responsible to the Superintendent.

### Private School Transportation

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

### Transportation of Preschool Students

It is the policy of the District to provide transportation for those preschool students who have been identified as having a disability, as required by State Law.

These students will be picked up and dropped off at their residences if they are located either on a through street or on a dead end street with a school bus turn around which meets Board standards.

A preschool student who is not identified as disabled but attend the preschool program on a tuition basis will be transported only if he/she is the resident of the same household as a disabled student so that both students can be picked up and dropped off by a single stop of the bus.

All other policies and procedures of this District and the state of Ohio which apply to the transportation of students in pre-school programs or grades K-12 apply to students, enrolled in the preschool program.

[Adoption date: January 20, 2004]



LEGAL REFS.: ORC 3317.07  
3327.01-3327.10  
4511.76-4511.78  
OAC 3301-83  
3301-87-01

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



## WALKERS AND RIDERS

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

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

The Board may create exceptions to the established areas when:

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

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

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 3327.01; 3327.011

CROSS REF.: EEA, Student Transportation Services

## SCHOOL BUS SCHEDULING AND ROUTING

### 1. Bus Stops and Routes

#### A. Stops

- 1) The Board shall approve all stops annually.
- 2) The Director Of Operations has the authority to make needed changes during the year.
- 3) Stops shall be consolidated as much as practical on rural routes with consideration to local traffic and student safety. Subdivision stops shall be at corners. Students by law may be required to walk up to one-half mile to the bus stop.

#### B. Routes

- 1) Routes will be approved by the Board. Drivers are not to change other than due to emergency such as blocked roads due to accident, trains, snow, etc.
- 2) Routes may be extended to accommodate baby-sitters.
- 3) Whenever a road is closed to bus traffic due to reason such as roadwork, bridge weight limits, etc., students may be required to walk to the nearest place that the bus can get.

### 2. Loading and Unloading at School

#### A. Off School Grounds

- 1) Bus shall be stopped and parked so that students do not have to cross the road to get to or from the bus.
- 2) Flashers shall not be used when loading or unloading at school buildings.

#### B. On School Grounds

- 1) At middle school no bus shall be unloaded so that students must cross a driveway. At high school only those buses which are to be parked for the day may unload so that students cross driveways.

- 2) At middle school and high school loading driveways are to be blocked by assigned buses.
- 3) At elementary schools only assigned areas may be used for either loading or unloading.

- 4) Buses are to be parked for loading before school is dismissed at high school and middle school.
- 5) Drivers are to remain in buses when loading and unloading.
- 6) Buses are to be unloaded according to building schedule.

(Approval date: January 20, 2004)



## 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.
7. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period of up to one school year only. 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.

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 3327.09; 3327.10  
4511.75; 4511.76; 4511.761; 4511.762-4511.78  
OAC 3301-83  
3301-87-01

CROSS REF.: EB, Safety Program

## BUS DRIVERS EXAMINATION AND TRAINING

### Bus Driver

1. Qualifications
  - A. must be at least 18 years old;
  - B. must hold a valid chauffeur's license validated for bus drivers;
  - C. must be physically qualified as determined by the required annual physical examination and
  - D. drivers are to take pre-employment training before assignment to a bus and
  - E. persons desiring to be employed as bus drivers must be available to be on and in control of the bus before students arrive for loading. This section will not apply to those teachers who were employed as bus drivers previous to the 1984-85 school year.
  
2. Daily
  - A. Air Brakes - Pressure
  - B. Steering
  - C. Tires and Wheel Lugs
  - D. Engine oil - Normally checked by mechanic
  - E. Radiator - Normally checked by mechanic
  - F. Emergency Equipment
  - G. Heater and Defroster - equipment
  - H. Lights
  - I. Instruments and gauges
  - J. Horn
  - K. Windshield wipers and washers

L. Interior condition - both before, between and after runs

M. Glass area

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3. Time Schedule

- A. Director of operations is to set schedule. The schedule will be approved by the Board and the driver will follow that schedule.
- B. If ahead of schedule, driver must wait until scheduled time if students are not ready.
- C. If behind schedule, state regulations do not require stop. Bath policy will be to make stop and proceed if no one is ready.
- D. Unloading is to be according to building schedules.

4. Bus Stops and Routes

- A. The driver shall make only those stops and follow the routes as approved by the Board.
- B. Exceptions will be made only in case of emergency and/or student transfer.
- C. Any exception is to be reported immediately to mechanic and/or Assistant Superintendent.
- D. Students are to be seated before bus starts.

5. Speed

- A. maximum speed on highways - 55 MPH and
- B. all other roads - posted limits.

6. Parking of Bus

- A. The driver shall not leave the bus until the brakes are set, engine off and key removed.
- B. Keys may be left in the bus when parked in the garage.

[Adoption date: January 20, 2004]



## BUS DRIVERS EXAMINATION AND TRAINING

### General

1. Special Equipment
  - A. Special equipment such as instruments can be brought on the bus only if small enough to be held on the student's lap.
  - B. In no case is special equipment to be in aisle or block doors.
2. Workshop
  - A. It is expected that each driver attend at least one countywide workshop sponsored by the County Board Annually.
3. Preschool Meeting
  1. Each driver is to attend the annual District preschool meeting unless excused in advance.
4. Emergency Drills
  - A. Each driver shall conduct evacuation drills each year according to state guidelines.
  - B. Drills are to be held on school grounds in the area near the garage.
  - C. Responsible students are to be assigned to assist with alternates in case of absence.
  - D. Drills are to be scheduled ahead so that building principals and teachers do not penalize students who are late.
5. Extra Trip Assignments and Nonroutine Use Permits
  - A. Trip Assignment
    - 1) Drivers wishing extra trips are to notify mechanic before school starts.
    - 2) Drivers will be listed in order of seniority.
    - 3) Trips will be offered in order of seniority on rotation basis.
    - 4) When trip is taken or refused, that driver must await turn before another trip is offered.

- 5) In case of urgent necessity drivers may be assigned out of turn, such as late trip request, reservations for overnight stay, etc.

- 6) A driver may take a deduction on a regular run in order to take extra trip assignment.
- 7) Bus must be gassed both before and after trip with miles and gallons listed in gas book.
- 8) Driver must clean bus after extra trips.

B. Permits

- 1) Mechanic will obtain permit for each extra trip.
- 2) Permit will list bus number, driver, state, purpose, destination, estimated distance and signature.
- 3) Permit to be carried on bus and returned to mechanic with actual mileage, driving time and waiting time listed with driver's signature for pay purposes.
- 4) Payment for trip will be as negotiated.

6. Bus Cleanliness

- A. Busses are to be swept daily.
- B. Busses are to be washed by drivers as necessary.
- C. Where more than one driver shares a bus, responsibility for cleaning is to be shared.
- D. At the end of the school year the bus is to be washed inside and out including glass in preparation for patrol inspection. Pay checks may be withheld until this is done by the driver or arrangements made for someone else to do it.
- E. Payment for final bus washing will be according to the adopted schedule.

7. Reports

- A. All reports required by the mechanic and/or the assistant superintendent must be completed as required. Pay checks may be withheld until completed.
- B. Normal reports are:
  - 1) first day - number on bus;
  - 2) roster, time schedule, stop list, bus blue book by third Wednesday of school year;
  - 3) state report information - first week of October;
  - 4) roster, time schedule, stop list update as needed;
  - 5) gas book filled out and
  - 6) others as may be required.

8. Unauthorized riders

- A. This includes nonschool children or adults.
- B. Adults may be transported only as chaperones.

- C. Teachers with class on field trip, coaches on athletic trips, etc., are authorized adult passengers.

9. Accident Reporting

A. Method of Reporting

- 1) The driver shall report any accident involving a bus to the police agency in whose jurisdiction the accident occurred and to the transportation supervisor.
  - a. Driver shall follow state regulations in exchanging license information with driver(s) involved.
  - b. Bus is not to be moved until police direct it.
- 2) Form T-10 shall be filed with the Department of Education within 15 days of the accident. A copy shall be kept in the District files for five years.
- 3) The driver shall prepare a list of all students on the bus at the time of an accident, giving name, age and address.

(Approval date: January 20, 2004)



## 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 must be posted in a central location in each school building and made available to students upon request.

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

[Adoption date: January 20, 2004]

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

CROSS REFS.: JGA, Corporal Punishment  
Student Handbooks

## STUDENT CONDUCT ON SCHOOL BUSES

### Behavior

The driver shall be in charge of the bus at all times and is responsible for student behavior.

1. The driver may not exclude a student from the bus.
2. Reasonable conversation is permitted but is regulated by the driver.
3. Seats should be assigned.
4. Discipline
  - A. Loud talk, yelling or profanity are not permitted.
  - B. Eating on the bus is not permitted.
  - C. Pushing or crowding is to be avoided.
  - D. Windows are to be opened only with permission of the driver. Students are to keep head and arms inside the bus. Throwing things out the window is prohibited.
  - E. Students are to conduct themselves in an orderly manner at stops.
  - F. No noise or talking is permitted at railroad crossings.
  - G. The driver is responsible for behavior of students on the bus. Students misbehaving or not following the directions of the driver will be refused transportation as follows:
    - 1) Students with repeated infractions will have a written notice mailed home.
    - 2) Students receiving a second written notice may be refused transportation for up to 10 days.
    - 3) High school and middle school students may be subject to in-school suspension.
    - 4) A third notice will require a parent conference.
    - 5) Expulsion from the bus for the remainder of the semester following all guidelines may be recommended at any time according to the gravity of offenses.
  - H. If students have assigned seats, they must sit in the assigned seat only.

Pets or any other animals are not permitted on the bus at any time.

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At Stops

1. Pick-up
  - A. Wait until the bus stops and the driver signals before crossing the road.
  - B. Look both ways.
  - C. Board and take seat as soon as possible.
2. Take-home
  - A. Stay in seat until bus stops.
  - B. Get off bus as quickly as possible
  - C. Wait for driver's signal and look both ways before crossing road.

Students must ride only the bus to which they are assigned.

Damage done to a bus by a student will be paid for by the student.

Large groups visiting another student such as scouts, etc., can be accommodated only if space is available and with prior permission of the administration. All must have parent permission and an office bus pass.

(Approval date: January 20, 2004)



## VIDEO CAMERAS ON TRANSPORTATION VEHICLES

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

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

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

[Adoption date: January 20, 2004]

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

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

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

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

[Adoption date: January 20, 2004]

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

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

### Introduction

The Board is committed to programs which promote safety for our students and our employees. In accordance with this commitment, as well as with Federal law, the Board has implemented these regulations. A copy of these regulations is provided to each of the bus drivers. Each bus driver is required to sign a statement indicating that he/she has received a copy of these regulations.

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).

### Applicability

These regulations apply to all Bath bus drivers and any other of our employees who are required to have a commercial driver's license, and applicants for driver positions. These regulations apply when a driver is actually driving, ready to drive or immediately available to drive.

### Prohibited Conduct

Bath's policy prohibits any alcohol misuse that could affect driving performance including:

1. use on the job,
2. use during the four hours before driving or
3. having prohibited concentrations of alcohol in the system while driving (.02).

It also prohibits alcohol use during eight hours following an accident and refusal to take a required test.

Additionally, the policy prohibits any controlled substance use without a licensed physician's written prescription. A driver must report any use of any prescription drug or nonprescription medicine containing alcohol or controlled substances to his/her supervisor.

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## When Test May Be Conducted

### 1. Pre-Employment

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.

Drivers may be tested before driving to establish that the driver has an alcohol concentration less than 0.02 and that no controlled substances are in the driver's system.

### 2. Post-Accident

Drivers will be tested for alcohol and controlled substances as soon as practicable following an accident if the accident involved the loss of human life or if the driver receives a citation under State or local law for a moving traffic violation arising from the accident.

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

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

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

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

### 3. Random

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.

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Each year, at least 25% of the drivers will be tested randomly for alcohol concentration levels and 50% of the drivers will be tested for controlled substances. The selection of drivers for random testing shall be scientifically valid to ensure that each driver has an equal chance of being tested each time selections are made.

4. Reasonable Suspicion

Drivers will be required to submit to an alcohol test and/or a controlled substance when the District has reasonable suspicion that the driver has engaged in the prohibited conduct set forth in this policy. Reasonable suspicion is based upon observations concerning the appearance, behavior, speech or body odor of the driver.

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.

The person who determines that reasonable suspicion exists to conduct such a test may not conduct an alcohol test.

A supervisor or District official who makes 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.

5. Return-To-Duty

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

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

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

6. Follow-Up Testing

If a substance-abuse professional determines that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver is subject to unannounced follow-up testing. This testing occurs when the driver is driving, about to drive or just after the driver has driven.



### 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 test administered in accordance with federal regulations;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. consequences for drivers found to have violated the drug and alcohol prohibitions, including the requirement that the driver be removed immediately from safety-sensitive functions, and the procedures for referral, evaluation and treatment;
10. consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 and
11. information concerning the effects of drug 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.

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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.

#### Testing Procedures

If a driver is required to submit to an alcohol test, it will ordinarily be a breath test. In limited circumstances, a blood test may be required to test for alcohol. Testing for controlled substances is done with a urine sample. The test location is sufficiently private to prevent unauthorized persons from seeing or hearing test results. Breath tests are conducted on federally approved machines to ensure accuracy. Urine samples are split to confirm positive test results.

#### Mandatory Testing

No driver shall refuse to submit to any of the tests set forth in this policy. Refusal to submit includes failing to provide adequate breath and/or urine samples for testing without a valid medical explanation and any other conduct that obstructs the testing process. Drivers who refuse to be tested are not permitted to drive.

#### Violations of Policy

Drivers who engage in any of the conduct described in these regulations are not permitted to drive and are required to submit to an evaluation by a substance-abuse professional. Before being able to return to work, drivers have to submit to a return-to-duty test as described in this policy.

If a driver is determined to have an alcohol concentration of 0.02 or greater, but less than 0.04, the driver will not be able to drive for 24 hours.

#### Miscellaneous

1. Any questions regarding these regulation should be directed to the Superintendent or his/her designee. Federal regulations further define and elaborate on the requirements of this policy.

2. These regulations are being implemented by the Board pursuant to Federal law. The law was developed in large part for safety reasons and because of the negative consequences alcohol and controlled substance use can have on one's health, work and personal life. If an employee believes he/she has a problem with alcohol an/or controlled substances, please seek assistance. The District will attempt to place the employee in contact with the appropriate professionals. An employee who believes a co-worker is using controlled substances or abusing alcohol should discuss the matter with his/her supervisor.
3. This policy provides you with written notice of the availability from the Board of specific materials that explain the requirements of federal CDL alcohol and controlled substance testing and the District's policy about such testing.
4. This policy is required by Federal law. Districts have the option, though, to include additional policies with respect to the use or possession of alcohol or controlled substances, including any consequences for a driver found to have a specified alcohol or controlled substance level. However, any such additional policies must be clearly and obviously described as being based on the District's independent authority and not Federal law. Accordingly, nothing in this policy may be read to say or even imply that a bus driver may not be disciplined or terminated for violations of Board policy or other legitimate cause.

### Enforcement

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

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

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

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

1. has been evaluated by a substance-abuse professional;
2. has complied with any recommended treatment;

3. has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02 and

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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: January 20, 2004)



## SPECIAL USE OF SCHOOL BUSES

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

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

### Approved Nonroutine Use of School Buses

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

1. trips that are extensions of the instructional program as determined by the District or county board of mental retardation and developmental disabilities administration;
2. trips for the transportation of enrolled students directly participating in school-sponsored events. A "school-sponsored event" is defined as any activity in which students are participating and are under the direct supervision and control of a 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);
6. emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services;
7. a civil emergency as declared by the governor;

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8. transporting school employees engaged in approved employee improvement programs or
9. transporting welfare reform participants and those participating in temporary assistance programs in coordination with local human service providers.

While the primary purpose of buses owned by this District is to transport students to school, curricular and extracurricular, it is the policy of this Board to authorize their use by nonpublic school students as authorized by ORC 3327.13 and by senior citizens or other adults as authorized by ORC 3327.14, insofar as such use does not interfere with the use of buses for the transportation of students.

The nonroutine use of school buses shall be in accordance with an agreement with the nonpublic school, municipal corporation, public, or nonprofit private organization delivering services to the aged, group, organization, or other entity engaged in adult education activities which will reimburse this Board for all actual costs, including wages, fringe benefits, and retirement costs of the driver and the actual operation costs of the vehicle including fuel, depreciation, maintenance and repairs involved in the transportation. The Ohio Public Transportation and Safety Rules, Chapter 3301-83, Ohio Administrative Code, shall apply to the use of buses under this policy and the Board's motor vehicle liability and property damage insurance and shall cover this use.

The director of operations is directed to compute and revise, as needed, the actual costs of the operation of a school bus or van for nonroutine trips and to present to the Board his/her recommendation for approval or disapproval of each nonroutine use request, which meets the provisions of this policy.

[Adoption date: January 20, 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



## 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: January 20, 2004]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

## FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

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

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs.

The food services 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.

### 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.

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.

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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.

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

### School Lunchrooms

Students, on occasion, may wish to bring a packaged lunch from home and may eat it in the school cafeteria. Trays, utensils and other items supplied by the school are not to be taken outside of the cafeteria.

Neither students (nor parents or teachers unless for personal consumption) may order food from outside to be delivered to the school without permission of an administrator. Students may not bring cooking/food preparation devices into the cafeteria.

Parties or other celebrations which cause students not to eat lunch are prohibited.

[Adoption date: January 20, 2004]

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

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



## FOOD SALE STANDARDS

Through its food service program, the Board has a responsibility to encourage students to form healthful eating habits. Many students tend to eat nonnutritious or “junk” foods, which contribute to tooth decay, obesity, diabetes and heart disease. The Board enforces standards governing the types of food sold in the schools and the time and place at which each type of food is sold. These standards are based on the following guidelines:

1. The types of food sold in the schools are determined as to their potential to contribute significantly to the daily nutritional needs of students and to enhance the District’s nutrition philosophy and nutrition education curriculum.
2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events. The following restrictions should be enforced:
  - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period.
  - B. School fund-raising activities, such as bake sales, may not be held during the school lunch period.
3. Annually, the food service coordinator reviews and recommends to the Board the types of foods to be sold as part of the school lunch program.

[Adoption date: January 20, 2004]

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

CROSS REF.: IGDF, Student Fund-Raising Activities

## 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: January 20, 2004]

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

## COPYRIGHT

It is the intent of the District to comply with the provisions of the Federal Copyright Law of 1976 and its various court interpretations, though there continues to be controversy regarding interpretation of these laws. Bath Schools, in our effort to discourage violation of copyright law and prevent illegal activities, establishes the following procedures:

### Computer Program

1. The staff and students (K-12) are informed about copyright laws, license agreements and the ethical and practical problems caused by software theft.
2. District employees are expected to adhere to Public Law 96-517, Section 7(b), which allows for the making of one backup copy per computer program. This law states that it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided that:
  - A. such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner or
  - B. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.
3. The following notice is posted in permanent computer areas and attached to portable computer units: lost computer programs are protected by U.S. Copyright law (17 US Code, Section 101, 18). Duplication of these programs is reserved to the copyright proprietor. Any other duplication may be an infringement; the person doing the copying is liable for the infringement.
4. A single program is not to be used to “boot” multiple computers simultaneously (multiple, individual or network) unless authorized by license.

### Videotape Programs

The following guidelines reflect the application of Fair Use to the recording, retention and use of television programs for educational purposes. Although the guidelines are not laws, nor do they have the same force as laws, the courts might refer to them in applying the law in a copyright infringement. These guidelines, at the present time, would establish a “safe harbor” for Bath Local Schools where no legal actions would probably be filed by copyright owners. The guidelines were developed to apply only to off-air recording by nonprofit educational institutions such as Bath.



A broadcast program may be recorded off the air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first 45 consecutive calendar days after date of recording.\* Upon conclusion of such retention period, all off-air recordings must be erased immediately. "broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

\* Exception noted

1. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instruction reinforcement is necessary in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 days consecutive school days in the 45-day retention period. "School days" are school session days - not counting weekends, holidays, vacations, examination periods or other scheduled interruptions within the 45-calendar-day period.
2. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once per year at the request of the same teacher, regardless of the number of times the program may be broadcast.
3. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each additional copy is subject to all provisions governing the original recording.
4. After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45-calendar-day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
5. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
6. All copies of off-air recordings shall include the copyright notice on the broadcast program if transmitted.
7. Any television program for which educational television has purchased the license rights to transmit and record locally may be retained by schools until the license has been cancelled. When a license right for a program is not renewed, the audiovisual director shall be notified of its cancellation. These programs are identified in the program guide with the TDC logo.

It is the intent of the District to abide by the established guidelines as reasonably as possible, unless written permission to deviate from them has been granted from the copyright owners or license has been obtained. In that case, the Superintendent or his/her designee would be the only one designated in the District to seek a license or permission to depart from the requirements of the guidelines.

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Printed Materials

1. The doctrine of Fair Use permits reproduction of a single copy of a work for individual use for criticism, comment, news reporting and teaching (including multiple copies for classroom use, scholarship or research).
2. Single copies of the following may be made by teachers:
  - A. a chapter of a book
  - B. an article from a periodical or newspaper
  - C. a short story, essay or poem
  - D. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper
3. Multiple copies may be made for classroom use if they meet the following criteria:
  - A. must include the notice of copyright.
  - B. must be no more than nine instances of multiple copying per course per term.
  - C. must meet tests for brevity, spontaneity and cumulative effect.
    - 1) Brevity: poetry, less than 250 words; complete articles less than 2500 words or excerpt of not more than 1000 words; illustration, one chart, graph, diagram, picture per book
    - 2) Spontaneity: motivated by “sudden inspiration” and not by official directive or routine practice
    - 3) Cumulative effect: refers to result of duplication not to reproduce workbooks, standardized tests and multiple sets of musical sets of musical compositions
  - D. multiple copies must not exceed one copy per pupil.
4. What may not be done (unless authorized by the publisher):
  - A. copy to create, replace or substitute for:
    - 1) anthologies
    - 2) compilations
    - 3) collective works
  - B. copy from any consumable works:

- 1) tests
- 2) workbooks

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- C. copy to substitute for:
  - 1) purchase of books, reprints, periodicals

- E. post this notice near copy machine:

Copyright law of the United States (Title 17 US Code) govern the making of photocopies of copyrighted material. The person using this equipment is liable for any infringement.

### Guidelines for Educational Uses of Music

1. The following copying of music is permissible:
  - A. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies are substituted in due course.
  - B. For academic purposes other than performance.
    - 1) 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 aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
    - 2) a single copy of an entire performable unit (section, movement, aria, etc.) that's
      - a) confirmed by the copyright proprietor to be out of print or
      - b) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his/her scholarly research or in preparation to teach a class.
  - C. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
2. The following copying of music is prohibited:
  - A. Copying to create replace or substitute for anthologies, compilations or collective works.
  - B. Copying for the purpose of performance, except as in a) above.
  - C. Copying for the purpose of substituting for the purchase of music, except as in 1-A and 1-B above.

- D. Copying without inclusion of the copyright notice which appears on the printed copy.

3. The director(s) of musical and drama productions are responsible for signing all royalty agreements. These agreements are a binding contract. The District conforms to the requirements in the royalty agreements.

General Comments:

1. The legal or insurance protection of the District will not be extended to school employees who knowingly violate copyright laws.
2. The Superintendent or his/her designee is designated as the only individual who may sign license agreements for copyright material. All license agreements that are signed are a binding contract. The District conforms to the requirements in the license agreements.
3. The principal of each school site is responsible for the enforcement of copyright policy at the building level. The audiovisual director, appropriate department head, Superintendent and/or assistant superintendent may be consulted for clarification of the policy.
4. Written permission received from the copyright holder authorizing special uses is filed with the principal and audiovisual director. The teacher or school employee receiving the special permission may also retain a copy of the authorization.
5. Employees or volunteers may not be requested to make illegal copies.
6. The person violating or requesting illegal copy activities is the individual liable for infringement activities.
7. Any copyright material, furnished by teachers, i.e., videotapes and computer programs, must have the approval of the principal prior to use.
8. The school staff is responsible for taking all reasonable precautions to prevent illegal copying or the use of unauthorized copies on District equipment.
9. Tapes and recordings are not to be duplicated unless reproduction rights were given at the time of purchase.
10. Tapes, records, films or videotapes are not to be converted into other formats without permission from copyright owners.
11. Enlarged copy for visual impairment is an approved practice that does not violate copyright laws.

(Approval date: January 20, 2004)



## TELEPHONE SERVICES

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

Students are not to use the school office telephones, except in cases of emergency. Use of pay telephones by students while classes are in session is subject to the approval of authorized school personnel.

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

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

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

[Adoption date: January 20, 2004]

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

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

## DATA AND RECORDS RETENTION

All records<sup>1</sup> are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the Allen County ESC. 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 CFO/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.

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.<sup>2</sup>

[Adoption date: January 20, 2004]

LEGAL REFS.: ORC 9.01

149.35; 149.41; 149.43

3313.29

3319.321

3701.028

3729.46

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

Auditor of State Form RC-2

CROSS REF.: DI, Fiscal Accounting and Reporting

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<sup>1</sup>Records include any documents devices or items, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the District which serves to document

the organization, functions, policies, decisions, procedures, operations or other activities of the District. ORC Section 149.011

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

## INSURANCE MANAGEMENT

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

The Superintendent administers the total insurance program.

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

[Adoption date: January 20, 2004]

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

CROSS REFS.: BHE, Board Member Insurance  
GCBC, Professional Staff Fringe Benefits  
GDBC, Support Staff Fringe Benefits

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