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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 that are supportive of the educational program, the Board develops goals which will support the overall educational program. The goals of the Support Services program include:

1. a safe and pleasant physical environment for teaching and learning for the school community through the continual evaluation of the facilities;
2. a transportation program for the safe transporting of students to and from school;
3. a food services program which supports the nutrition programs through participation in the National Child Nutrition Programs and
4. a safety program which evaluates personnel, buildings, vehicles, equipment and supplies to maintain a safe environment and to minimize the effects of a disaster.

Adopted: 11/21/00

SAFETY PROGRAM

The Board is concerned with the safety of all students, employees and members of the school community present on District property and 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 Director of Business Affairs has responsibility for the safety program of the District and develops written procedures to comply with all applicable Federal and State laws and regulations.

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

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

Mission

To promote a safe and healthy school environment by providing and coordinating programs and services that minimize safety, health and environmental risks to the district community in a manner consistent with responsible fiscal and environmental stewardship.

Legal Ref: Public Employment Risk Reduction Act; ORC 4167.01 et seq.
ORC 117.102
2744
3313.473; 3313.60; 3313.643
3314.15
3701.93 through 3701.936
3707.26
3737.73
4107.31
OAC 3301-35-03

Cross Ref: EA, Support Service Goals
EEAC, School Bus Safety Program
GBE, Staff Health and Safety
IGAE, Health Education
JHF, Student Safety

Revised & Adopted: 3/23/06

Revised & Adopted: 1/27/03

Revised & Adopted: 11/21/00

Adopted 3/14/88

Adams County/Ohio Valley School District

REPORTING OF HAZARDS

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

Toxic Hazards

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

The Superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer 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 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, result of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

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

Asbestos Hazards

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

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

The Superintendent appoints a person to develop and implement the District's Asbestos-Management Program which will ensure proper compliance with 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.

These records of attendance at occupational exposure training is completed and maintained for three years from the date of the training.

Records Availability

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

Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections, to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a board of health inspection, each building principal/designee provides:

1. access to the building and grounds during regular schools hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products;
3. any records or other information the board of health considers necessary to evaluate the health and safety of the school and
4. a representative who accompanies the sanitarian during the course of the inspection, with advance notice from the board of health.

Liability Disclaimer

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

Legal Refs: ORC 117.102
3313.473, 3313.643; 3313.71; 3313.711
3314.15
3327.10
3701.93 through 3701.96
4113.23
4123.01 et seq.
Public Employment Risk Reduction Act, ORC 4167.01 et seq.
20 USC 8901
29 CFR (Code of Federal Regulations) 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;
USC 9601 et seq.

Cross Ref: PERRA Exposure Control Plan
EB, Safety Program
EBBC, Bloodborne Pathogens
EBC, Emergency/Safety Plans
ECG, Integrated Pest Management
GBE, Staff Health and Safety

Revised & Adopted: 12/21/09

Revised & Adopted: 12/17/2007

Revised & Adopted: 3/23/06

Adopted 1/21/00

Adams County/Ohio Valley School District

FIRST AID

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

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

Legal Refs: ORC 2305.23
 3313.60; 3313.712
 OAC 3301-27-01; 3301-27-02; 3301-35-03(D)

Cross Ref: JHCD, Administering Medicines to Students
 Emergency Medical Form

Adopted 3/14/88

Adams County/Ohio Valley School District

FIRST AID

The following requirements shall be adhered to by all personnel.

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

Adopted: 11/21/00

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, HCV and/or other bloodborne pathogens.*

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

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

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.

Legal Ref: 29 CFR (Code of Federal Regulations) 1910.1030
ORC 117.102
3313.473
3314.15
3701.93 through 3701.936
Public Employment Risk Reduction Act; ORC 4167.01 et seq.

Cross Ref: OSHA Exposure Control Plan
GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (also JHCCA)
JHCC, Communicable Diseases

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

Revised & Adopted: 12/22/2010

Revised & Adopted: 3/23/06

Adopted: 11/21/00

Adams County/Ohio Valley School District

EMERGENCY/SAFETY PLANS

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

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

Comprehensive School Safety Plans and Drills

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

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

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

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

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

Although the plan is reviewed annually, State law requires the District's comprehensive safety plan must be updated every three years and within 90 days whenever a major modification to an individual school building necessitates changes in that building's plan procedures.

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

Cross Refs: EBC, Emergency/Safety Plans
EEACCA, Video Cameras on Transportation Vehicles
JFCJ, Student Conduct (Zero Tolerance)
JFCJ, Weapons in Schools
JFG, Interrogations and Searches
KO, Student Records
KK, Visitors to the Schools

Revised & Adopted: 12/22/2010
Revised & Adopted: 12/21/09
Revised & Adopted: 12/17/2007
Revised & Adopted: 9/25/2006
Adopted: 11/21/00

ADMINISTRATIVE RULES/PROTOCOLS

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

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

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

Legal Ref: ORC 149.433
2305.235
2923.11
3301.56
3313.20; 3313.536; 3313.717
3314.03; 3314.16
3737.73; 3737.99
OAC
3301-35-06
3301-54-09
Cross Ref: EBAA, Reporting of Hazards
EBBA, First Aid
EBBC, Bloodborne Pathogens
ECA, Buildings and Grounds Security
ECG, Integrated Pest Management
EEAC, School Bus Safety Program
EF/EFB, Food Services Management Free and Reduced Price Food Services
EFH, Food Allergies
GBE, Staff Health and Safety
JHCD, Administering Medicines to Students
JHF, Student Safety
KBCA, News Releases
KK, Visitors to the Schools
Emergency /Safety Plans Handbook

Revised & Adopted: 12/22/2010

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 event of emergency closings or early dismissals.

It is the Board's policy to make up days when schools are closed because of emergencies.

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

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

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

Legal Refs.: ORC 3313.48; 3313.483;3313.642
 3317.01; 3737.73
 OAC 3301-35-06

Contract Ref.: Teachers' Negotiated Agreement

Revised and Adopted: 7/25/2011
Revised & Adopted: 12/21/09
Revised & Adopted: 3/24/2008
Adopted 3/14/88

Adams County/Ohio Valley School District

CRISIS MANAGEMENT

A crisis situation can occur at any time and such situations have the ability to make a significant impact on members of the community. A crisis is defined as any event which threatens the perceived safety and security of students, employees or visitors of the District and the impact of which may be detrimental to a positive learning environment.

There are unlimited possibilities for crisis situations 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 pro-active in preparing for possible crisis situations, the Board directs the Superintendent to prepare a Crisis Management Plan which addresses:

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

Legal Ref.: ORC 3313.20

Cross Refs.: EBC, Emergency Plans
EBDA, Suicide Intervention
GBE, Staff Health and Safety
JHF, Student Safety
KBCA, News Releases

Adopted: 11/21/00

SUICIDE INTERVENTION

Suicide is the third leading cause of death among school-aged children. The Board takes seriously the responsibility in assisting at-risk students in finding appropriate intervention/counseling assistance. Realizing that a student suicide can have far-reaching and long-lasting effects on the community, the Board has in place a postvention plan to assist community members in dealing with a student death.

The Crisis Team

Members of the crisis team are selected from personnel in the school, including the principal of each building, guidance counselors, a teacher designated by the principal, a central office staff member and the school nurse/physician, if appropriate. If possible, a consultant from the local Board of Mental Health or an area psychiatrist/psychologist will sit on the team to provide objective guidance when needed.

The crisis team receives training in the areas of suicide risk assessment, crisis management and postvention principles.

The team serves a dual role.

1. As a preventive information base, the team develops a plan for how the school and the community can best assist students who exhibit suicidal behavior. This information is shared by an appropriate presenter at an in-service for the staff of the school. The plan includes when students should be referred in the school for assistance, what role faculty members should play in this process, which outside agencies may be used for referral and the issue of confidentiality.
2. As a postvention action team, the crisis team is the “front line” for coordinating information about the suicide and putting in place the postvention plan. The following items are recommended for the postvention plan by the American Association of Suicidology School, Suicide Prevention Programs Committee.

- A. plan in advance
- B. select and train a crisis team
- C. verify the report of a suicide from the medical examiner or police
- D. hold a team meeting with a school principal (if not already on crisis team)
- E. assess the situation and adjusts the size of the team accordingly
- F. disseminate information to faculty, students and parents
- G. follow the victim’s classes throughout the day
- H. arrange for counseling rooms
- I. invite friends to join the group or meet with team members individually
- J. check records and provide counseling for all identified students at risk
- K. provide counseling or discussion opportunities for faculty
- L. arrange for students and faculty to attend the funeral
- M. coordinate memorials
- N. make a home visit, if appropriate

- O. respond to media inquiries
- P. link with the community, as appropriate
- Q. follow up with continued counseling as needed

This plan is designed to meet the needs and expectations of the District.

Cross Refs.: EBD, Crisis Management
JHC, Student Health Services and Requirements
JHF, Student Safety
KBCA, News Releases

Adopted 11/21/00

BUILDINGS AND GROUNDS SECURITY

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

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

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

A lost key must be reported to Principal.

Only the Director of Business Affairs or his/her designee has authority to duplicate keys.

The failure to report a lost key, unauthorized duplication of a key, or lending a key to a student may be considered grounds for dismissal.

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

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

Revised & Adopted: 11/21/00
Adopted 3/14/88

VANDALISM

Students, employees and citizens of the Adams County/Ohio Valley School District are urged by the Board of Education 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, as he sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of District property may be subject to suspension or expulsion. A parent conference will precede the final resolution.

Parents and students are made aware of the legal implications involving vandalism. 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 Adams County/Ohio Valley School District instead of repayment of the damages.

Adopted 11/18/96

ENERGY CONSERVATION

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

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

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

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

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

CROSS REF.: DJC, Bidding Requirements

Adopted: 11/21/00

INTEGRATED PEST MANAGEMENT

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

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

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

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

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

Legal Refs: Public Employment Risk Reduction Act; ORC 4167.01 et seq.
OAC 901:5-11-4 and 5-11-15
ORC 921.01; 921.06; 921.16; 921.18

Cross Refs: EB, Safety Program
EBAA, Reporting of Hazards
EBC, Emergency/Safety Plans
GBE, Staff Health and Safety

Revised & Adopted: 7/25/2011

Adopted: 12/17/2007

Adams County/Ohio Valley School District

INTEGRATED PEST MANAGEMENT

The District's Integrated Pest Management (IPM) program includes the following components:

Identification

A knowledgeable person or company competent to carry out pest management duties finds the origin of a pest problem or potential problem.

Prevention and Monitoring

Pest problems are prevented by routine monitoring, identification of potential pest problems and through education of the school community. When necessary, habitat modification is used to discourage pests from an area.

The individual/company responsible for the District IPM program routinely inspects the building, including entrances, food/water storage sites and restrooms for pest activity. The individual/company responds to complaints reported by students, staff, parents, or other community member.

Education and Training

Everyone in a school community plays a role in pest management. Students, staff and other stakeholders are provided with the information necessary to implement the IPM program successfully. The IPM policy is distributed to students and staff in District handbooks and to any individual/company hired to carry out pest management duties.

Education and training programs address common human habits and other cultural practices which may be pest conducive.

Approved Least Toxic Chemical Use

Nontoxic methods of pest controls are preferred. When applicable, the District uses environmental, cultural, mechanical and sanitation controls as the primary sources of pest control.

If nontoxic methods of pest control fail or are impractical, the least toxic chemical pesticide that is effective is used. Application techniques that minimize exposure are approved prior to being used. Only trained and qualified workers handle and apply the pesticides.

A record of all chemical pest control treatments is kept for at least three years. All records are made available upon request to the general public, the Ohio Department of Agriculture – Section of Pesticide Regulations and the board of health upon request.

Pre-notification

Whenever possible, pesticides are administered during non-instructional periods and/or during school breaks.

If it becomes necessary to administer pesticides during times school is in session, the administration provides notice to affected persons, prior to the date and times of the pesticide application. The notice includes the date, time and location of the application, the name of the product being used and the telephone number to contact the school/company for more information.

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 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 referred over products labeled “warning” or “danger.”
3. Long-term storage of chemicals is kept to a minimum. Since many chemical lose effectiveness with storage, and storage further increases risk, only enough of the product for a given application is purchased. All materials are stored in accordance with label instructions. All products and application equipment are stored in a separate facility away from classrooms and food preparation or storage areas. Storage facilities are kept inaccessible to students and the general public and are clearly marked as pesticide storage areas.
4. All chemicals have complete label instructions and remain in the original containers until used. Material Safety Data Sheets (MSDS) and sample labels for lawn chemicals are kept on file in the District and are readily available to anyone who must handle such materials or who may be exposed to the product. Structural pesticide labels and MSDS are filed in the District as well.
5. All applications of pesticides and fertilizers are made in strict compliance with the label instructions, and under no circumstances do the product concentrations exceed those specified in the application instructions.
6. An annual written plan of seasonal applications is distributed to building administrators and kept on file in the District. The plan contains the following information:
 - A. the season of the application;
 - B. the purpose of the application;
 - C. the product to be used;
 - D. the formulation of the product;
 - E. an estimate of the amount of product to be used;
 - F. the District site and specific area to be treated;

- G. the type of equipment to used and
 - H. any requirement necessary to comply with the Ohio Department of Agriculture and the Ohio Environmental Protection Agency regulations, including any warning or notification signs.
7. All chemicals and organic products are applied at times that individuals are not in the immediate area or scheduled to use District facilities within the restricted entry limitations identified on the product label.
 8. A sign is posted on each affected site seven days prior to the target application date identified in the seasonal application plan to notify staff and residents of pending applications. The sign includes a phone number to call to request additional information.
 9. Treated school grounds are posted with a sign identifying the date and time of the application, product used and re-entry date and time. Signs remain posted for 24 hours after the expiration of the re-entry date and time.
 10. Records are kept in the District following each application and contain the following information:
 - A. name of certified applicators supervising the application and name of trained service technicians making application;
 - B. application and re-entry dates;
 - C. District site and specific areas treated;
 - D. pests controlled;
 - E. size of site treated;
 - F. trade name (brand name) and EPA registration number of chemicals used;
 - G. total amount of each chemical used;
 - H. rate of application and concentration of chemical formulation applied;
 - I. type of equipment used;
 - J. time of day, including the time of starting the actual application and the time of completion or, if uncompleted, the time when operations ceased for the day and
 - K. wind direction and velocity, air temperature and other weather conditions when applicable.
 11. District employee(s) responsible for handling and applying pesticides are required to have a valid pesticide application license issued by the Ohio Department of Agriculture, or must work under the direct supervision of a licensed applicator as permitted by ODA guidelines.

12. No school support groups, i.e., PTA, PTO, athletic boosters, etc. are permitted to apply chemicals on District property.
13. Any contracted services requiring the use of pesticides or any other chemicals must abide by Board policy and administrative regulations.

Adopted: 12/17/2007

MAINTENANCE AND CONTROL OF MATERIALS

The principal shall be required to have approval from the Director of Business Affairs for any alteration to any school building or grounds when the cost exceeds \$1,000.00; for the transfer from one building to another of any equipment or other school property assigned to a specific building when the cost exceeds \$1,000.00; or for the movement within a building of heavy machinery or equipment or any machinery or equipment which cannot be moved without subsequent repairs to paint, plumbing, or facilities. When the cost of any of the above exceeds \$5,000.00 prior approval is required by the board.

Unless otherwise specifically provided by these policies or by administrative order pursuant thereto, the care, custody, and safekeeping of all school property shall be the responsibility of the department of administration, which shall employ such means from time to time as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all school property. The department of administration shall be responsible for safeguarding school property against loss, damage, or undue depreciation, and recovering and restoring to usefulness any school property which may be lost, stolen, or damaged, and doing all things necessary to insure the proper maintenance and safekeeping of all school property.

Property of the board of education such as laptops, audiovisual/sound equipment shall not be taken from any school building, office, or grounds for private use, or for loan to any employee or other individual, or to any outside organization, except with the knowledge of the principal or the approval of the Director of Business Affairs.

Revised & Adopted 5/27/2003
Adopted 3/14/1988

**Acceptable Use and Internet Safety Policy
FOR THE COMPUTER NETWORK OF THE
Adams County/Ohio Valley School District**

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

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

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

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

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

which maintain a running log of Internet activity, recording which sites a particular user has visited.

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

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

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

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

LEGAL REFS.: U.S. Const. Art. I, Section 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children’s Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554,
HR 4577, 2000, 114 Stat 2763)
ORC *1329.54 through 1329.67*
3313.20
3319.321

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

Revised & Adopted: 3/26/2012
Revised & Adopted: 12/22/2010
Revised & Adopted: 7/7/2005
Revised & Adopted 8/13/01
Revised & Adopted: 11/21/00
Adopted: 3/14/88

Network Privacy and Acceptable Use Policy
FOR
STAFF MEMBERS

It is the intention of the Adams County/Ohio Valley Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

- the transmission of any language or images which are of a graphic sexual nature
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator

Security and Integrity

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Adams County/Ohio Valley School District

Staff members shall report to the System Administrator or a School District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

Right of Access

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District’s computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on the School District’s systems will always remain private.

AGREEMENT

I have read the “Network Privacy and Acceptable Use Policy for Staff Members” relating to staff use of the computers, computer networks, and electronic messaging systems of the School District.

I would like to be given access to the School District’s computer network and any electronic messaging systems is a privilege which may be withdrawn in the event of non-compliance with the above Policy.

I agree to comply with the “Network Privacy and Acceptable Use Policy for Staff Members” and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

Staff Member Signature

PLEASE PRINT: _____

Date above signed: _____

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 serves the best interests of all students and the District.

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

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

The transportation program is under the direction of the transportation supervisor who is responsible to the Director of Business Affairs who in turn is responsible to the Superintendent.

Transportation to Community, STEM and Private Schools

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

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

Revised & Adopted: 3/24/2008
Revised & Adopted: 11/21/00
Adopted 3/14/88

TRANSPORTATION OF STUDENTS

Transportation will be provided where elementary school students live more than one mile from school to which they are assigned, or the non-public school which they attend.

Transportation of high-school students is optional.

Transportation for special needs students will be provided when required to provide a Free and Appropriate Public Education. This service will be listed as a related service in the student's Individual Education Plan or 504 Plan.

Special needs transportation will be provided as per board policy for transportation of all students with the following exceptions:

Special needs buses will travel into private driveways to load physically challenged students when the driveway is deemed safe and accessible by the director of transportation. The school district will not incur expenses to maintain the private driveway. The director of transportation shall provide proof of accessibility through photos within five days of the start of special needs transportation.

A student's family can choose a reimbursement fee for bringing the student to the nearest, safe public road loading site. This fee shall be set annually.

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 or the necessity to assign students to another building, the Board deems transportation necessary.

The administration designates and the Board approves areas of residence from which students are provided transportation to school.

Revised & Adopted: 4/24/06

Revised & Adopted: 11/21/00

Adopted 3/14/88

SCHOOL BUS SAFETY PROGRAM

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

1. The transportation program meets all State requirements regarding the testing and approval of bus drivers, standards for buses and safe speeds.
2. Drivers of Board owned, leased, contracted or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.
3. Special limits are set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
4. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup.
5. Emergency evacuation drills are conducted regularly throughout the school year to thoroughly acquaint student riders with procedures in emergency conditions.
6. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
7. Students in the primary grades are given instruction on school bus safety and behavior within the first two weeks of the school year.
8. 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.

Legal Ref: 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
EEA, Student Transportation Services
GBQ, Criminal Record Check

Revised & Adopted: 3/24/2008

Revised & Adopted: 7/7/2005

Adopted: 11/21/00

Adams County/Ohio Valley School District

STUDENT CONDUCT ON SCHOOL BUSES

The Board furnishes transportation in compliance with Ohio 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 due process procedures are followed.

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

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

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

LEGAL REFS.: ORC 3319.41; 3327.01; 3327.014
OAC 3301-83-08

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

Revised & Adopted: 9/28/09
Adopted: 11/21/2000

STUDENT CONDUCT ON SCHOOL BUSES

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom;
4. reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
6. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. refrain from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden);
11. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

Discipline

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.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the Transportation Supervisor. The Transportation Supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems which cannot be resolved by measures specified above are referred to the Superintendent.

Adopted: 11/21/00

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

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

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

Cross Ref: EEAC, School Bus Safety Program
 EEACC, Student Conduct on School Buses
 JO, Student Records

Revised & Adopted: 11/21/00

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

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

Legal Ref: OAC 3301-83-07
49 USC 2717
49 CFR 382.115

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

Revised & Adopted:
Revised & Adopted: 12/20/04
Adopted: 11/21/00

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

School bus drivers and others required to hold a commercial drivers license are subject to a drug and alcohol testing program that fulfills the requirements of the Federal regulations.

These regulations reflect several requirements of 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 Districts drug and alcohol program.

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

Pre-employment tests

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

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

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

Post-accident tests

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

1. was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life and/or
2. received a citation under Ohio 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 the responsible administrator prepares and maintains records explaining why the test was not conducted. If an alcohol test is not administered within eight hours following the accident or if a drug test is not administered within 32 hours after the accident, the responsible administrator shall cease attempts to administer the test and the responsible administrator prepares and maintains records explaining why the test was not conducted.

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

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

Random tests

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

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

Reasonable suspicion tests

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

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

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

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

Return-to-duty tests

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

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

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

Follow-up tests

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

Records

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

Notifications

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

1. the person designated by the Board to answer driver questions about the materials;

2. categories of drivers who are subject to the drug and alcohol testing requirements;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the work day driver compliance is required;
4. specific information concerning driver conduct that is prohibited;
5. circumstances under which a driver is tested for drugs and/or alcohol;
6. procedures that are used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Federal regulations;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 and
11. information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem; and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

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

Enforcement

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

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

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

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

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

Discipline

A positive drug and/or alcohol test resulting in a violation of this policy and/or the laws of this state or the United States may result in discipline up to and including termination. All disciplinary matters shall be conducted in accordance with the current collective bargaining agreement and/or the laws of this state or the United States.

Revised & Adopted: 2/27/2006

Revised & Adopted: 12/20/04

Adopted: 11/21/00

SCHOOL BUS IDLING

The Board is committed to transporting students on school buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that accumulated emissions from diesel engines can be harmful to students and bus drivers. Also, unnecessary engine idling wastes diesel fuel and financial resources. Therefore, the Board prohibits all unnecessary diesel engine idling in excess of 10 minutes.

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

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

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

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

Revised & Adopted: 12/17/2007
Adopted:6/26/2006

Adams County/Ohio Valley School District

SPECIAL USE OF SCHOOL BUSES

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

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

Approved Non-routine Use of School Buses

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

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

6. Emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services.
7. A civil emergency as declared by the governor.
8. Transporting school employees engaged in approved employee improvement programs.
9. Transportation coordination, to participate with local human service providers, in transporting welfare reform participants and those participating in temporary assistance programs.

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

Revised & Adopted: 11/21/00

FOOD SERVICES MANAGEMENT/FREE AND REDUCED PRICE FOOD SERVICES

The Adams County/Ohio Valley Board of Education will operate a food services program in each of its school buildings. Food preparation is centralized for elementary and secondary schools when appropriate.

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

The food service 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 designated serving and dining area will rest with the building principal.

All prices set for school “Type A” breakfasts, lunches and milk are subject to Board approval. A la carte food prices are determined by the Food Service Director and do not require Board approval.

The board recognizes the link between good nutrition and children’s improved test scores and development of healthy lifestyles.

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

- make available breakfast and a “Type A” lunch to students; provided at least one-fifth of the students are eligible under Federal law for free meals;
- provide free or reduced-price meals to all qualifying students whose family income meets the criteria and have properly completed an application, obtain income verifications and approvals;
- promote the Dietary Guidelines, encourage healthy food choices, and provide well-balanced meals that meet USDA nutritional standards;
- establish a lunch period for all schools that will start no sooner than 10:00 a.m. and end no later than 2:00 p.m. each school day. Each school shall ensure that children are provided a minimum of twenty (20) minutes to eat in a designated dining area during this time frame;
- ensure that the food service department is in compliance with all Federal, State and local regulations;
- ban the sale of competitive foods and foods of minimal nutritional value from the school designated dining area during lunch periods;

- ensure that opportunity for input is provided from the school community including parents, teachers, nutritionists, food service staff, and school personnel;
- ensure that school meal and ala carte funds from the sale of foods accrue to the benefit of the non-profit school food service. School lunch funds and other food service funds will be maintained in a separate fund as required by State law; and
- encourage school food service and nutritional education to be integrated as part of the health education program.
- A summer meal program is provided to students attending a state-mandated summer remedial program.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour without express permission by the principal. However 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.

During all times while the food service program is operating and students are being served food, at least one employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

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 regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals will be provided in the most integrated setting appropriate to the special needs of the student.

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

FREE AND REDUCED PRICE FOOD SERVICES

The Adams County/Ohio Valley School District will take part as feasible in the National School lunch Program and other food programs that may become available to assure that all students in the district receive proper nourishment.

As required by Ohio State laws and regulations, the Board will offer free and reduced-price meals to those students who qualify. The Superintendent will establish regulations that conform with requirements for participation in programs for free and reduced-price meals and supplementary food. Such regulations will be reported to the Board as needed for its approval.

Legal Ref: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265
(Title I, Section 204), 118 Stat. 729
National School Lunch Act, 42 USC 1751 et seq.
Child Nutrition Act of 1966, 42 USC 1771 et seq.
Americans with Disabilities Act; 42 USC 12112 et seq.
Rehabilitation Act of 1973, 29 USC 794
ORC 3313.81; 3313.812;-3313.813; 3313.815; 3314.18
OAC 3301-91-01 through 3301-91-09

Cross Ref: ACB, Nondiscrimination on the Basis of Disability
EFF, Food Sale Standards
EFG, Student Wellness program
EFH, Food Allergies
JHCD, Administering Medicines to Students

Revised & Adopted:
Revised & Adopted: 6/26/2006
Revised & Adopted: 3/21/05
Revised & Adopted: 7/28/2004
Revised & Adopted 9/23/02
Revised & Adopted: 11/21/00
Adopted 3/14/88

FOOD SALE STANDARDS

Through its food service program, the Adams County/Ohio Valley Board of Education encourages the students to form healthy eating habits. By governing the types of food and beverages sold in the schools and the time and place at which each type of food and beverage is sold. Food sale standards will be based on the following guidelines:

- The types of food sold in the schools will be determined as to their potential to contribute to the:
 - A. daily nutritional needs of students consistent with the guidelines established by the U.S. Department of Agriculture and
 - B. provisions of the District's student wellness program.

C nutritional guidelines established by State law.
- A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:
 - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and
 - B. specifying the time and place each type of food or beverage may be sold.
- The time of day and place for the sale of food and beverages to students will be consistent with the nutrient in-take needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:
 - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.
 - B. Bake sales and other school fundraising activities, involving food and beverage items may not be held during the school ~~lunch period~~ day. Fund raising food sales should encourage and support lifelong wellness practices. In lieu of selling foods and beverages, items such as candles, novelty toys, stationery, wrapping paper, light bulbs, plants and flower seeds may be sold for fund raising purposes.
- Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.

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

Legal Ref: National School Lunch Act, 42 USC 1751 et seq.
Child Nutrition Act of 1966, 42 USC 1771 et seq.
ORC 3313.81; 3313.812;-3313.815; 3313.814

Revised & Adopted:

Revised & Adopted: 6/27/2011

Revised & Adopted: 7/28/2004

Adopted: 11/21/00

Foods Sold

The Adams County/Ohio Valley School District Nutritional Standards must be met for all sales of food to students in all Adams County/Ohio Valley Schools during the regular and extended school day setting. The extended school day included periods before and after school in which students are participating in school sponsored activities, academic or enrichment programs, or latch-key programs. This includes foods sold through the Child Nutrition Department as well as any other organizations or person. These restrictions do not affect foods and beverages sold in connection with a school sponsored fundraiser or other event held outside of the regular school day or in conjunction with an interscholastic athletic event. However it is highly recommended that school sponsored fund raisers follow these guidelines.

District nutritional standards apply on to foods or beverages sold, food provided free as refreshments for parties, potlucks, teacher appreciation luncheons or breakfasts, etc. is not subject to district nutrition standards. However, it is highly recommended that foods meet these standards.

Meals served through the National School Breakfast, Lunch and Summer Feeding Programs will meet, at a minimum, the nutrition requirements established by local, state and federal regulations.

Adams County Ohio Valley School District Beverage Guidelines

Beverages	Elementary Grades PK – 6	Secondary Grades 7 – 12
Water	Any Size No added sugars, artificial sweeteners or sodium	Any Size
Plain Fat Free Milk or Low Fat Milk Up to 150 calories per 8oz	8oz (150 calories)	12oz (225 calories)
Flavored Fat Free or Low Fat Milk Up to 150 calories per 8oz	8oz (150 calories)	12oz (225 calories)
100% Juice Up to 120 calories per 8oz	8oz (120 calories)	12oz (180 calories)
No or Low Calorie Beverages Up to 20 calories per 8oz No added caffeine	No	No
**At least 50% of beverages must be water.		

Adams County Ohio Valley School District Snack Food Guidelines

Snacks	Calories		Total Fat	Saturated Fat	Trans Fat	Sugar by Weight	Sodium
	Elem PK-6	High 7-12					
Dried Fruit w/no added sugar	150	200	Og	Og	Og	Exempt	230mg
Nuts, Nut Butters & Seeds	150	200	Exempt	Exempt	Og	35%	230mg
Low Fat & Fat Free Dairy*	150	200	35%	10%	Og	35%	480mg
Soup & Vegetables w/sauce**	150	150	35%	10%	Og	35%	480mg***
Snacks***	150	200	35%	10%	Og	35%	230mg
Fruit w/nuts (Trail Mix)****	150	200	Exempt	10%	Og	35%	230mg
*Cheese may be reduced fat or part skim in 1.5oz portions. One (1) egg or egg equivalent with no added fat is permitted.							
**If contains at least two of the following: 2g fiber; OR 5g protein; OR 10% Daily of Vitamins A, C & E, folate, calcium, magnesium, potassium, or iron; OR ½ serving (¼cup) fruit or vegetable.							
***If contains at least one of the following: 2g fiber; OR 5g protein; OR 10% Daily Value of Vitamins A,C & E, folate, calcium, magnesium, potassium, or iron; OR ½ serving (¼ cup) fruit or vegetable.							
****Product must contain only fruit, nuts, and/or seeds and must have no added sweeteners							

Adopted:6/27/2011

SCHOOL WELLNESS POLICY

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

The student wellness program:

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

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

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

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

Adopted: 5/22/2006

Adams County/Ohio Valley School District

FOOD ALLERGIES

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

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

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

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

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

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

Adopted: 12/21/09

Adams County/Ohio Valley School District

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 Director of Business Affairs 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.

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
JHA, Student Insurance Program

Revised & Adopted: 11/21/00

COPYRIGHT

The Adams County/Ohio Valley School Board intends to abide by all copyright laws. Any copying which is not allowed by copyright laws, fair use guidelines, license agreements, or the proprietors permission is prohibited. Liability for copyright infringement is the responsibility of the person making or requesting copies or using copyrighted materials illegally.

The school board shall name a copyright officer for the district who will have the authority to distribute the district policy, disseminate new copyright information, and act as a resource for all county schools needing information about copyright. An administrator at each school will be responsible for the education of the staff about copyright and for enforcement of the district copyright policy. This person shall serve as liaison to the district copyright officer. This administrator shall keep a file of all licenses and permission agreements pertaining to copyright.

The copyright policy will be placed in the teacher handbook and distributed to everyone who may use or duplicate copyrighted materials. Copyright notices found in the appendix of this policy shall be posted wherever there is potential for copyright violation. Faced with a wealth of new technologies and materials, but limited by budget restraints, all professionals in education can not help but feel frustration. We experience temptation to copy and share resources. However, there are many moral and ethical issues at hand as well as personal liability. Perhaps, even more important, is the example we set for students. This document *highlights* copyright laws. The full text of the copyright laws are available on the internet at www.loc.gov/copyright.

PRINT MATERIALS

YOU MAY:

Make a single copy of

- A chapter from a book
- A periodical
- A short story, short essay, or poem
- A chart, graph, diagram, drawing, cartoon, or picture

Make multiple copies of

- 249 words or less from a poem or 2 pages long
- Excerpts of less than 250 words from longer poems
- A complete article, story, or essay, if it is less than 2,500 words
- An excerpt from prose, if less than 1,000 words, or 1004 of the work, whichever is less
- One chart, graph, diagram, drawing, cartoons, or picture per book or periodical.46

YOU MAY NOT:

Make multiple copies of

- Anything that has already been copied for another class in your school
- Work from the same author more than once per term
- Work from the same collection or periodical issue more than 3 times per term
- Works more than 9 times per term
- Any work for other teachers or their students
- The same item term to term

Make a single copy of

- Works to take the place of an anthology
- Consumable materials such as workbooks or standardized tests

Copying is not allowed to substitute for the purchase of books, publishers' reprints, or periodicals

VIDEO (Commercially Produced)

YOU MAY:

- Show videotape as a part of the instructional program
- Show videotape labeled "For Home Use Only" if it is part of the systematic teaching activities of the program
- Use a rental tape if you obtain a written release statement from the rental agency

YOU MAY NOT:

- Duplicate videotapes without written permission from the copyright owner
- Leave the room during the performance
- Charge admission
- Use the videotape as entertainment, a fundraiser, or as a time-filler

The term "video" is used to include WIS, Beta, videodisc, and multimedia CD-ROM, DVD, MPEG

TAPING OF BROADCAST PROGRAMMING

YOU MAY:

- Tape programs from commercial programming for classroom instruction according to the restrictions of the producer. Unless otherwise allowed, programs must be shown during the first 10 consecutive school days after the broadcast and must be erased within 45 days
- Make duplicate copies if requested by several teachers, but all restrictions must be met
- Use only the parts of the program needed for classroom instruction

YOU MAY NOT:

- Show a taped program more than twice with each class
- Record parts of a program and you must record commercials and the copyright notice.⁴⁷
- Record from paid cable services such as '1130, Cinemax, and Disney
- Alter the program either physically or electronically by combining or merging) to make a teaching anthology or compilation

AUDIOVISUAL MATERIALS

YOU MAY:

- Create a series of slides or overhead transparencies from multiple sources create a single overhead transparency from a single page of a consumable workbook
- Use an opaque projector to enlarge a map for tracing in a large scale

YOU MAY NOT:

- Exceed 1 photograph, diagram, drawing, chart, or page from one book
- Copy color schemes and symbols on an enlarged map
- Duplicate audiotapes without permission
- Reproduce records or convert them to another form
- Reproduce spirit masters
- Convert one media format to another
- Narrate entire stories onto audiotape
- Use commercially produced music as part of a teacher prepared presentation

For copyright law as it applies to music, refer to the copyright at your school those using music should be aware of the law and have a copy or the law readily available.

COMPUTER SOFTWARE, CD-ROM, DVD, MPEG

YOU MAY:

- Make a backup copy of a computer program for archival purposes. Adapt a program to meet your needs

YOU MAY NOT:

- Copy, give away, or sell an adaptation of a program
- Load a program on more than one machine at a time if only one copy of the program is owned
- Use a single user program on a network
- Copy a program for use on another machine at another time
- Copy a program in order to avoid purchasing the program
- Violate copyright restrictions, which apply to other media when making computerized presentations

Read and follow the terms and conditions on each software package

PUBLIC PERFORMANCE

YOU MAY:

- Perform materials for face to face teaching related to instruction
- Perform on closed circuit broadcast within a building
- Request or purchase the right of performance from the copyright owners

YOU MAY NOT:

- Perform dramatic, literary, musical, pantomime, motion picture, or other audiovisual works publicly without written permission
- Perform on closed circuit broadcast between buildings
- Perform for recreational or intellectual appeal unless related to specific instructional activity

Adopted: 11/21/00

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. The staff members making such calls are responsible for and shall pay any long distance or toll charges. It is preferable that a telephone card be used by staff members making long distance or toll calls.

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

DISTRICT CELL PHONES

Specific staff members selected by the Superintendent and approved by the board may be permitted the use of a district cell phone to assist in the performance of their job duties.

Each district cell phone will include a usage plan with a maximum number of allowed minutes to be used primarily for emergency situations and school business. The employee may use the cell phone for personal reasons in case of an emergency provided that such usage does not interrupt the responsibilities of the employee and the usage is not for conducting a private business. If the district is billed extra minutes over and above the plan package, and if the phone was used for personal reasons, the employee responsible must reimburse the district for any charges over the plan package. The employee is required to highlight personal calls on the monthly bill. The employee is then required to timely reimburse the agency for the cost of the personal calls, and the employee is charged a pro rata share of the monthly charge. Fees are to be paid to the Treasurer's office and shall be paid upon receipt of an invoice.

Employees shall not use district cell phones while driving.

Failure to comply with this policy may result in disciplinary action, including but not limited to, denial of future use of District cell phones.

LEGAL REFS.: ORC 3313.20
OAC 3301-35-03

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

Revised & Adopted: 12/17/2007
Revised & Adopted: 10/24/05
Adopted: 11/21/00

Adams County/Ohio Valley School District

TELEPHONE SERVICES

Wireless Telephone Expense Reimbursement

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

1. Superintendent
2. Assistant Superintendent
3. Principals
4. Assistant Principals
5. Athletic Directors
6. Transportation Supervisor
7. Bus Drivers

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

Eligible staff members obtain their own wireless telephone, carry it with them while working, use it to conduct necessary business while working and submit a complete copy their wireless telephone bill monthly with an expense report.

Amount of Allowance or Reimbursement Rate

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

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

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

Telephone use while operating a vehicle is prohibited.

Adopted:

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Adams County/Ohio Valley School District

DATA AND RECORDS RETENTION

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

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

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

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

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

Electronic Mail

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

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

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

Legal Refs.: ORC 9.01
149.35; 149.41; 149.43
3313.29
3319.311; 3319.321
3701.028
3729.46
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Auditor of State Form RC-2 (12/22/94)

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

¹Records includes any document, device or item, 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. §149.011 ORC.

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

Revised & Adopted: 6/28/2004
Adopted: 11/21/00

DATA AND RECORDS RETENTION (Electronic Mail)

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

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

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

Non-Record Messages

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

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

Official Record Messages

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

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

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

Retention: Until no longer of administrative value, then destroy

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

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

Retention: 1 year, then destroy

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

Retention: 6 months, then destroy

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

Retention: 1 year, then destroy

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

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

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

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

Retention: 2 years then transfer to State Archives

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

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

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