

SECTION E: SUPPORT SERVICES

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

SECTION E: SUPPORT SERVICES

(Continued)

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

SECTION E: SUPPORT SERVICES
(Continued)

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

*Indicates policies included in this manual

SAFETY PROGRAM

The Board believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board provides reasonable and adequate protection to the lives, safety and health of its employees and students, in compliance with Federal and State laws and regulations.

The Superintendent is responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. He/She designates an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District and take appropriate action on any violations to the Superintendent.

The Superintendent, or his/her designee, ascertains that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards and that proper rules and records are maintained to meet the requirements of the law and the regulation of the Public Employees Risk Reduction Advisory Commission.

In the event an inspection is made by a representative of the state, the Superintendent shall report the results thereof to the Board.

[Adoption date: February 22, 2005]

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

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

REPORTING OF HAZARDS

Toxic Hazards

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

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

1. identifies potential sources of toxic hazard in cooperation with material suppliers who supply the THP officer with material safety data sheets (MSDS);
2. ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintains a current file of MSDS for every hazardous material present on District property;
4. designs and implements a written communication program which:
 - A. lists hazardous materials present on District property;
 - B. details the methods used to inform staff and students of the hazards and
 - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed and
5. establishes and maintains accurate records for each employee at risk for occupational exposure including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

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

Asbestos Hazards

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

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

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

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

Occupational Exposure Training

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

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

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

Records Availability

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

Liability Disclaimer

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

[Adoption date: February 22, 2005]

[Re-adoption date: November 28, 2006]

LEGAL REFS.: 29 CFR 1910.1030

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

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

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

ORC 117.102

3313.473; 3313.643; 3313.71; 3313.711

3314.15

3327.10

3701.93 through 3701.936

3707.26

4113.23

4123.01 et seq.

Public Employment Risk Reduction Act; ORC 4167.01 et seq.

CROSS REFS.: EB, Safety Program

EBBC, Bloodborne Pathogens

GBE, Staff Health and Safety

FIRST AID

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

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

[Adoption date: February 22, 2005]

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

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

FIRST AID

The following requirements must adhered to by all personnel:

1. A physician and/or an emergency medical service will be called in case of serious illness or injury.
2. In compliance with law, the parents or guardians of all students under legal age will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish to be followed in the event of a medical emergency. The permits will be kept available in the health center of the school or with the instructor if offsite.
3. Only emergency care and first aid will be provided. Use of medications will be limited to topical applications as authorized by a physician for certain types of injuries or to such medication as might have been officially authorized for an individual.
4. In cases in which the nature of an illness or an injury appears serious, the parents will be contacted and the instructions on the student's emergency card will be followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent can be reached.

(Approval date: February 22, 2005)

ACCIDENT REPORTS

The Board directs that reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and to the end that legitimate employee claims for workers' compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board or a visitor to the schools must be reported promptly and in writing to the school nurse. Injured persons shall be referred immediately to the school nurse and/or appropriate personnel for such medical attention as may be appropriate.

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

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

[Adoption date: February 22, 2005]

CROSS REFS.: GBE, Staff Health and Safety
JHF, Student Safety

BLOODBORNE PATHOGENS

The Board seeks to protect those staff members who may be exposed to bloodborne pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent implements administrative guidelines which include:

1. identifying those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
2. recommending specified staff members have inoculations for Hepatitis B;
3. ensuring proper training in the universal precautions against exposure and/or contamination, including the provision of appropriate protective supplies and equipment;
4. establishing appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
5. providing for recordkeeping of all of the above which complies with both Federal and State law and
6. developing an exposure control plan.

[Adoption date: February 22, 2005]

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

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

EMERGENCY/SAFETY PLANS

The Board acknowledges that the safety and well-being of students and staff are priorities. Although emergencies and disasters cannot be predicted, emergency/safety plans are prepared to minimize their effects.

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students in each school building in case of fire, civil emergencies and natural disasters. The plans are posted in each classroom and other areas accessible to students.

The District's emergency/safety plans must be updated every three years and whenever a major modification to an individual school building necessitates changes in that building's plan procedures.

[Adoption date: February 22, 2005]

[Re-adoption date: November 28, 2006]

LEGAL REFS.: ORC 149.433
2923.11
3301.56
3313.536
3314.03
3737.73; 3737.99
OAC 3301-35-06

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

EMERGENCY CLOSINGS

In general, when three or more of the home schools are closed, the Career Center will be closed.

Radio stations will be informed immediately when the decision is reached to close the Career Center.

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

[Adoption date: February 22, 2005]

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

CONTRACT REF.: Collective Bargaining Agreement Certified Staff

CRISIS MANAGEMENT

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

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

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

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

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

Automated External Defibrillators (AEDs)

Because the Board recognizes that medical emergencies may occur that justify the use of AEDs, the Board may acquire and maintain this equipment for use by qualified staff members. Only those staff members documented as having completed the required training are authorized to use an AED.

AEDs are maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 2305.235
3313.20; 3313.717
3314.16
3701.85

CROSS REFS.: EBC, Emergency Plans

Medina County Career Center, Medina, Ohio

GBE, Staff Health and Safety
JHF, Student Safety
KBCA, News Releases
Emergency Plans Handbook
Teacher Handbook

BUILDINGS AND GROUNDS SECURITY

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

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

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

Surveillance Equipment

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. The regulations must be in compliance with law to protect the privacy rights of students and staff.

1. Cameras

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

2. Metal Detectors

When there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors.

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

[Adoption date: February 22, 2005]

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

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

VANDALISM

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

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

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion. Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 2909.05
3109.09
3313.173
3737.99

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

BUILDINGS AND GROUNDS MAINTENANCE

The Board recognizes that the fixed assets of this District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance and rehabilitation for the preservation of all buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent develops for implementation by the custodial staff a maintenance program which includes:

1. a regular summer program of facilities repair and conditioning;
2. the maintenance of a critical spare parts inventory;
3. an equipment replacement program and
4. a long-range program of building modernization.

The regulations include the establishment of sound priorities among the requests for repairs.

[Adoption date: February 22, 2005]

LEGAL REF.: OAC 3301-35-03

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The Board believes that District owned equipment is a valuable public resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the schools.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent/designee.

The user of District owned equipment is fully liable for any damage or loss occurring to the equipment during the period of its use, and is responsible for its safe return.

[Adoption date: February 22, 2005]

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

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

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

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

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

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

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

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

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

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

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

[Adoption date: February 22, 2005]

[Re-adoption date: October 25, 2005]

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

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
IB, Academic Freedom

Medina County Career Center, Medina, Ohio

IIA, Instructional Materials
JFC, Student Conduct (Zero Tolerance)

STUDENT TRANSPORTATION SERVICES

Transportation of high school students to the Medina County Career Center is the responsibility of each participating school district. The conduct of students while on buses will be the responsibility of their respective school districts under their student code of conduct.

The Board may maintain buses and other vehicles for the purpose of transporting students on field trips, for extracurricular activities and for other reasons approved by the administration. Students will adhere to the Medina County Career Center code of conduct. Procedures involved, including those for drivers, shall be in compliance with statutes, with regulations adopted by the Ohio Department of Education, with rules and regulations of the Ohio State Highway Patrol and with administrative procedures developed by the Superintendent.

[Adoption date: February 22, 2005]

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

SCHOOL BUS SAFETY PROGRAM

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

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

[Adoption date: October 25, 2005]

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

CROSS REF.: EB, Safety Program

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

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

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

[Adoption date: February 22, 2005]

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

CROSS REF.: JO, Student Records

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

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

[Adoption date: February 22, 2005]

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

SCHOOL BUS IDLING

The Board is committed to transporting students on school buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that accumulated emissions from school buses can be harmful to students and bus drivers. Also, unnecessary bus idling wastes fuel and financial resources. Therefore, the Board prohibits all unnecessary school bus idling. In addition, the Board prohibits the warming up of buses for longer than 10 minutes, except in extraordinary circumstances.

This policy applies to all buses used to transport students to and from school, cocurricular/extracurricular activities, field trips and other school-related activities.

[Adoption date: November 28, 2006]

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

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

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

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

1. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
2. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
3. The term controlled substance abuse includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner or in the prescribed quantity.
4. The term safety-sensitive functions includes all tasks associated with the operation and maintenance of District vehicles.
5. The term CDL license holder means all regular and substitute bus drivers, other staff members who may drive students in District vehicles or inspect, repair and maintain District vehicles.
6. The term while on duty means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time he/she is relieved from work and all responsibility for performing work.

The Board expects all CDL license holders to comply with the Drug-Free Schools policy GBP which prohibits the possession, use, sale or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

The Board directs the Superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any other staff member who holds a CDL license, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

1 of 2

1. Marijuana
2. Cocaine
3. Opiates
4. Amphetamines
5. Phencyclidine (PCP)

The drug tests are to be conducted in accordance with federal and state regulations; 1) prior to employment, 2) for reasonable cause, 3) upon return to duty after any alcohol or drug rehabilitation, 4) after any accident, 5) on a random basis and 6) on a follow-up basis.

Any staff member who tests positive shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform each CDL license holder about:

1. the dangers of illegal drug use and controlled substance and alcohol abuse and
2. the sanctions that may be imposed for violations of policy 4122.01.

The Superintendent or his/her designee shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

1. testing of all first and second test urine samples;
2. clear and consistent communication with the District's Medical Review Officer (MRO);
3. methodology and procedures for conducting random tests for controlled substances and alcohol and
4. preparation and submission of all required reports to the District, the MRO, and to federal and state governments.

The Superintendent or his/her designee shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

(Approval date: February 22, 2005)

SPECIAL USE OF SCHOOL BUSES

The Board will permit the school buses owned or leased by this District to be used for purposes other than regularly scheduled routes to and from school in accordance with law and rules of the State.

The nonroutine use of buses shall be defined for purposes of this policy as those uses which are specified in the Ohio Administrative Code.

Buses must be operated on nonroutine trips by the holder of a valid Ohio school bus driver's license who has been approved by the Board. One or more adult chaperones, as approved by the Superintendent or supervising principal, shall accompany each school bus required for any nonroutine trip involving schoolage passengers. The chaperone's responsibility is to assist the school bus driver in maintaining passenger control and in enforcing procedures for the safety of all passengers. A certified person licensed as a school bus driver may serve as a chaperone and driver concurrently.

[Adoption date: February 22, 2005]

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

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The Board authorizes the transportation by private vehicle of students of this District between the school and a school activity approved by this Board in accordance with this policy.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board. Upon Board approval, a volunteer or the parent of a student enrolled in this District may transport students.

No person shall be permitted to transport students who is not the holder of automobile liability insurance and personal injury insurance and the holder of a currently valid license to operate a motor vehicle in the state of Ohio. The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the state.

The responsibility of teaching staff members for the discipline and control of students will extend to their transportation of students in a private vehicle.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

USE OF SCHOOL-OWNED VEHICLES

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

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

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

[Adoption date: November 28, 2006]

LEGAL REFS: ORC 121.07
125.832
4513.263; 4513.264

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

CONTRACT REF.: Collective Bargaining Agreement Certified Staff

FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

Meals will be arranged for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the District policy concerning “Meals for Needy Students”. This information will be provided whenever a new student is enrolled. The Superintendent through his/her designate is directed to develop procedures for implementing a plan of arranging “Meals for Needy Students”.

The scheduling and student supervision of the lunch program will be the responsibility of the Principal.

[Adoption date: February 22, 2005]

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

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

FOOD SALE STANDARDS

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

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

[Adoption date: February 22, 2005]

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

CROSS REF.: IGDF, Student Fund-Raising Activities

STUDENT WELLNESS PROGRAM

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

The student wellness program:

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

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

[Adoption date: October 25, 2005]

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
7CFR 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

COPYRIGHT

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

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

Public Law 94-533, The Copyright Act, affects all employees because it sets guidelines regarding the duplication and use of all copyrighted materials – print, nonprint, music, computer software and others. The Superintendent is responsible for disseminating the guidelines for duplication and use of copyrighted materials to all employees.

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

[Adoption date: February 22, 2005]

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

TELEPHONE SERVICES

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

School office telephones may be used with permission. Use of pay telephones by students while classes are in session is subject to the approval of authorized school personnel.

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

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

School cell phones assigned to staff must be used for school business only. A portion of a staff person's personal cell phone cost may be reimbursed in lieu of a school cell phone, upon approval by the Superintendent.

[Adoption date: February 22, 2005]

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

CROSS REFS.: Student Handbooks
Staff Handbooks

DATA AND RECORDS RETENTION

All records¹ are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission (Commission). Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

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

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

The Treasurer is the Records Officer for the Medina County Career Center and is responsible for all aspects of records retention, including electronic mail, within the District.

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 current procedures to ensure that all public electronic mail records are retained, archived and destroyed in compliance with State law.

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

[Adoption date: February 22, 2005]

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

ORC 9.01
149.35; 149.41; 149.43
3313.29
3319.321
3701.028

Auditor of State Form RC-2

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

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

INSURANCE MANAGEMENT

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

The Treasurer administers the total insurance program.

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

[Adoption date: February 22, 2005]

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
JHA, Student Accident Insurance