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SUPPORT SERVICES GOALS

The Board views the support services operations of the school system as essential to the educational program. The Board serves as trustee of school facilities and overseer of school business operations for the purpose of providing the facilities and services which will support an excellent educational program.

The Board expects operation and maintenance of the school plant, equipment and services to set high standards of safety, to promote the health of students and staff, to reflect the aspirations of the community and to support the efforts of the staff to provide good instruction of high quality.

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.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

SAFETY PROGRAM

It is the policy of the Board to take precautions to provide for the safety of all students, employees, visitors and others present on District property or at school-sponsored events at other sites.

Principals shall be responsible for the supervision of a safety program for their respective schools.

The Superintendent will have overall responsibility for the safety program of the District. General areas of emphasis will include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; emergency procedures and traffic safety problems relevant to students, employees and the community.

The practice of safety will be a part of the instructional plan of the District schools through educational programs. The educational program will include instruction in traffic and pedestrian safety, driver education, fire prevention and emergency procedures appropriately geared to students at different grade levels. The practice of safety as established by the Public Employees Risk Reduction Advisory Committee is followed.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: ORC 3313.60; 3313.643
3737.73
4107.31
OAC 3301-35-03

CROSS REFS.: EEAC, School Bus Safety Program
GBE, Staff Health and Safety
IGAE, Health Education
JHF, Student Safety
PERRP guidelines

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 may result from industrial accidents or from the presence of asbestos materials and products or conditions identified by the State Board of Health as injurious and pose an immediate risk to health and safety.

Toxic Hazards

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

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

1. identifies potential sources of toxic hazard in cooperation with material suppliers who supply the THP officer with material safety data sheets (MSDS);
2. ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintains a current file of MSDS for every hazardous material present on District property;
4. designs and implements a written communication program which:
 - A. lists hazardous materials present on District property;
 - B. details the methods used to inform staff and students of the hazards and
 - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conducts a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and

6. establishes and maintains accurate records for each employee at risk for occupational exposure including name, social security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

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

Asbestos Hazards

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

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

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

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

Occupational Exposure Training

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

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

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

Records Availability

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

Other Conditions Injurious to the Safety or Health of Building Occupants

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

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

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

If a report is submitted to the board of health following a school inspection, the Superintendent/designee develops and submits a written plan for abatement of conditions identified by the inspection report. The plan of abatement is submitted within 60 days of receipt of the inspection report.

The Superintendent/designee provides written notification to the board of health when abatement, as outlined in the plan, has been completed.

Each building is surveyed quarterly, by a representative appointed by the Superintendent/designee, for dangerous products and conditions that have been identified in notices from the board of health. All dangerous products or conditions found on school grounds or within school buildings are abated or controlled, immediately or within 30 days of receipt of the notice from the board of health. Any action taken is documented on the board of health transmittal form. Completed transmittal forms are retained in a central location for verification by board of health inspectors.

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: May 24, 2010]

LEGAL REFS.: 29 CFR 1910.1030

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

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

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

ORC 3313.643; 3313.71; 3313.711

3707.26

4113.23

4123.01 et seq.

Public Employment Risk Reduction Act; ORC 4167.01 et seq.

CROSS REFS.: EB, Safety Program

EBBC, Bloodborne Pathogens

EBC, Emergency/Safety Plans

ECG, Integrated Pest Management

GBE, Staff Health and Safety

FIRST AID

The school nurse will develop procedures which the Board will approve for the emergency care of any student or staff member who is injured or becomes suddenly ill at school or while engaged in other school-sponsored activities. These procedures will be followed by all school personnel.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: ORC 2305.23
3313.712
OAC 3301-27-01; 3301-27-02
3301-35-03(D)(3,9)

CROSS REF.: JHCD, Administering Medicines to Students

FIRST AID

The following requirements will be adhered to by all personnel:

1. A school nurse or other trained person will be responsible for administering first aid. The school nurse will provide services for all schools in the District. 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 of every student will be asked to sign and submit an emergency medical authorization form which will indicate the procedure which they wish to be followed in the event of a medical emergency involving their child. The permits will be kept readily accessible in the health center of each school.
3. Only emergency care and first aid will be provided. A physician will outline first aid treatment and emergency care for various types of illness and injury. Use of medications will be limited to topical applications as authorized 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 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.
5. No elementary student who is ill or injured will be sent home alone. Junior and senior high school students may be sent home if the illness is minor and the parents who have authorized such dismissal on the emergency medical forms have been informed in advance.
6. Board-approved procedures will be followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes. Coaches and trainers will meet all requirements of the State Board of Education.

(Approval date: May 9, 1994)

ACCIDENT REPORTS

Injuries

The Board of Education is not responsible for the cost of medical service. Accident insurance at a nominal rate per student per year is available through each school. This is a supplemental insurance. Parents should be notified of serious injury. If parents cannot be contacted, the student's family physician should be notified, or the police emergency ambulance called by the principal. All serious accidents should be reported to the Superintendent immediately; a record should be kept of each incident.

Emergency Medical Authorization

As used in this section, "parent" means parent as defined in ORC 3321.01.

Annually, the Board of education of each city, exempted village, local and joint vocational school district shall, before the first day of October, provide to the parent of every pupil enrolled in schools under the Board's jurisdiction, an emergency medical authorization form that is an identical copy of the form contained in division (b) of this section. Thereafter, the Board shall, within 30 days after the entry of any pupil into a public school in this state for the first time, provide his or her parent, either as part of any registration form which is in use in the District, or as a separate form, an identical copy of the form contained in division (B) of this section. When the form is returned to the school with Part I or Part II completed, the school shall keep the form on file, and shall send the form to any school of a city, exempted village, local or joint vocational school district to which the pupil is transferred. Upon request of his or her parent, authorities of the school in which the pupil is enrolled may permit the parent to make changes in a previously filed form, or to file a new form.

If a parent does not wish to give such written permission, he or she shall indicate in the proper place on the form the procedure he or she wishes school authorities to follow in the event of a medical emergency involving his or her child.

Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extracurricular activity authorized by the appropriate school authorities, the authorities or his or her school shall make reasonable attempts to contact the parent before treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment.

Nothing in this section shall be construed to impose liability on any school official or school employee who, in good faith, attempts to comply with this section.

[Adoption date: May 9, 1994]

Northwestern Local School District, West Salem, Ohio

Northwestern Local School District
BUILDING INCIDENT REPORT

Provide only information pertinent to the incident.
Submit to Building Principal

Name of person reporting: _____ Phone: _____

Date: _____ School Name: _____

Time of incident: _____ a.m./p.m.

Notifications:

Principal/Supervisor Yes No

Inform Other Buildings: Yes No

Location of incident: _____

Name of Student Involved: _____ Phone: _____

Address of Student: _____

Witnesses to the Incident: _____

Were Parents and/or Guardian called? Yes No

Name and Address of Parents and/or Guardian, if Different from Student's: _____

Was 911 called? Yes No

Information Given to 911 Operator: _____

Did Police Respond? Yes No

How long after the call? _____

What action was taken by the police? _____

Emergency Vehicles Responding: Police Fire Rescue Ambulance

Was the Student Transported to the Hospital? Yes No

Please Describe any Bodily Injury or Harm Done to the Student: _____

On the back, describe the details of the incident and note other pertinent information.

Principal is to forward a copy to the Board of Education Office.

BLOODBORNE PATHOGENS

One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out...to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees. Relative to this goal, OSHA has enacted the Bloodborne Pathogens Standard, codified as 29 CFR 1910.1030. The purpose of the Bloodborne Pathogens Standard is to "reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens" that employees may encounter in their workplace.

The District believes that there are a number of general principles that should be followed when working with bloodborne pathogens. These include that:

1. it is prudent to minimize all exposure to bloodborne pathogens;
2. risk of exposure to bloodborne pathogens should never be underestimated and
3. facilities should institute as many work practices and engineering controls as possible to eliminate or minimize employee exposure to bloodborne pathogens.

The Exposure Control Plan will be implemented to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of this is twofold:

1. To protect employees from the health hazards associated with bloodborne pathogens.
2. To provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens.

[Adoption date: December 12, 1994]

LEGAL REFS.: 29 CFR (Code of Federal Regulations)
1910.1030

CROSS REF.: Northwestern Local Occupational Safety and Health Administration Handbook (available in all secretary's offices and OSHA's coordinator's offices.)

* Bloodborne pathogens - 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) and human immunodeficiency virus (HIV).

HAZARD COMMUNICATION

It is the policy of the Northwestern Board of Education to actively provide for the well being of our employees and willingly adhere to the requirements of the Hazard Communication Standard under the Public Employees Risk Reduction Act and other applicable city, State and Federal requirements.

All administrators, supervisors and employees of Northwestern will be evaluated annually on their safety performance in reference to the Hazard Communication Standard and general safety record.

The written Hazard Communication Plan and master Material Safety Data Sheets (MSDS) files will be located in the Superintendent's office. In addition, a copy of the plan will be located in each building along with the relevant MSDS's. For each building they are located in the secretary's office and the OSHA coordinator's office for review by all employees, their representative, PERRP inspector and contractor or employees of other companies doing work in or around this facility.

[Adoption date: December 12, 1994]

LEGAL REF.: 29 CFR 1910.1200

CROSS REF.: Northwestern Local Occupational Safety and Health Administration Handbook (available in all secretary's offices and OSHA coordinator's offices).

EMERGENCY/SAFETY PLANS

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

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

Comprehensive School Safety Plans and Drills

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

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

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

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

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

Administrative Rules/Protocols

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: January 8, 1996]

[Re-adoption date: May 24, 2010]

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

CROSS REFS.: EBAA, Reporting of Hazards
EBBA, First Aid
EBBC, Bloodborne Pathogens
ECA, Buildings and Grounds Security
ECG, Integrated Pest Management
EEAC, School Bus Safety Program
EF, Food Services Management
EFB, Free and Reduced-Price Food Services
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

EMERGENCY/SAFETY PLANS
(Administrative Rules/Protocols)

The Board directs the Superintendent/designee to prepare and maintain comprehensive emergency/safety plans and administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office and produced during board of health inspections.

In order to further strengthen the safety of children, staff, and community members the Board recognizes, supports, and appreciates the authority and training of on-duty as well as off-duty law enforcement officers. The Board authorizes on-duty, and pre-approved off-duty, law enforcement officers to carry weapons on school grounds in accordance with District-level procedures. The Board directs the Superintendent to approve those off-duty officers authorized to carry weapons and to communicate this information to other District administrators.

As always, all on-duty and active law enforcement officers have the expressed authority to carry weapons into the schools and onto school grounds during the school day, outside school hours and at school events and activities taking place on school grounds.

In addition, the Board expressly permits pre-approved off-duty law enforcement officers have authority to carry weapons into the schools and onto school grounds. This authority of off-duty law enforcement officers encompasses hours during the school day, outside school hours and at school events and activities taking place on school grounds. However, to be considered for approval the officer must meet the following two criteria:

1. Must be a resident of the District, have completed officer training, and be active law enforcement officer

Or

Must be an active Wayne County Sheriff Officer or Ashland County Sheriff Officer

2. Must be pre-approved by the District Superintendent to be included on the approval list prior to the event or activity

The Superintendent will communicate the approved law enforcement officers with other District administrators.

Administrative Rules/Protocols

1. A list of dangerous or recalled products.
2. Radon rules or protocols including evidence that each school has been built radon resistant or has been tested for radon within the past five years.

3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding bloodborne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive safety plan addressing:
 - A. safety management accountabilities and strategies;
 - B. safe work practices;
 - C. accident analysis procedures;
 - D. job safety analysis procedures;
 - E. safety committees and employee involvement strategies;
 - F. employee safety and health training;
 - G. treatment of sick or injured workers;
 - H. safety and health hazard audits;
 - I. ergonomics;
 - J. transportation safety;
 - K. identification and control of physical hazards;
 - L. substance abuse;
 - M. school violence prevention and
 - N. personal protective equipment.

8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.
9. Material safety data sheets for every hazardous chemical used in each 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 main office of each building.)
10. Protocols on staff and student hand washing.
11. No-smoking signs.
12. The District's integrated pest management policy.
13. Protocols for using automated external defibrillators (AEDs).
14. Protocols for responding to in-school crises, including student crime, suicide, death of a student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.
15. Protocols for the management of students with life-threatening allergies.

(Approval date: February 12, 1996)

(Re-approval date: July 25, 2011)

(Re-approval date: August 26, 2013)

FIRE/TORNADO DRILLS

Fire and Tornado Drills

Fire drills are conducted once a month or as required by law. Tornado drills are conducted, at a minimum, once in the fall and twice in the spring. Instructions are given to all students relative to conduct during all drills. Exits previously arranged are used during fire drills. All windows and doors are to be closed, and everyone must leave. For tornado drills, stations are assigned.

[Adoption date: May 9, 1994]

[Re-adoption date: October 9, 2006]

EMERGENCY CLOSINGS

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

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

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

It will be this District's policy to make up days when schools are closed because of emergencies, if it is necessary, to comply with the Ohio Administrative Code.

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: November 11, 1999]

[Re-adoption date: May 24, 2010]

LEGAL REFS.: ORC 3313.48; 3313.482; 3313.642
3317.01
3737.73
OAC 3301-35-06

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

CONTRACT REF.: Teachers' Negotiated Agreement

PROTECTION FOR REPORTING SAFETY AND FRAUD VIOLATIONS
(Whistleblowers)

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

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

The Board also is concerned with the prevention of fraud, including the misuse and misappropriation of public money, and, in accordance with State law, shall provide information to all staff members about the fraud reporting system established through the Auditor of State.

The Board shall put forth its best efforts in prevention and correction of safety and fraud issues; however, there may be times when such violations may occur. Staff members who report these violations in good faith have the right to do so without any retaliation by the Board, District administrators or other staff members.

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

[Adoption date: August 14, 2012]

LEGAL REFS.: ORC 117.103
124.341
4113.52

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

PROTECTION FOR REPORTING SAFETY AND FRAUD VIOLATIONS
(Whistleblowers)

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

A. Safety Violations

1. Awareness and reporting of a violation

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

2. Not correcting the violation

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

3. Notifying the employee

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

4. Reporting fellow employees' violations

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

5. Retaliation

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

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

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

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

6. Accuracy of reports

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

7. Legal remedies for retaliation

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

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

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

(Approval date: August 14, 2012)

PROTECTION FOR REPORTING SAFETY AND FRAUD VIOLATIONS
(Whistleblowers)

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Web: www.ohioauditor.gov

PROTECTION FOR REPORTING SAFETY AND FRAUD VIOLATIONS
(Whistleblowers)

Acknowledgement of receipt of Auditor of State fraud reporting-system information

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has 30 days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging Northwestern Local School District provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud-reporting system.

I _____, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

Print Name, Title, and Department

Please Sign Name

Date

CRISIS MANAGEMENT
HAZARD COMMUNICATION

It is the policy of Northwestern Board of Education to actively provide for the well being of our employees by willingly adhering to the requirements of the Hazard Communication Standard under the Public Employees Risk Reduction Act and other applicable city, state and federal requirements.

All administrators, supervisors and employees of Northwestern will be evaluated annually on their safety performance in reference to the Hazard Communication Standard and general safety record.

The written Hazard Communication Plan and master Material Safety Data Sheets (MSDS) files will be located in the superintendent's office. In addition, a copy of the plan will be located in each building along with the relevant MSDS's. For each building they are located in the secretary's office and the OSHA coordinator's office for review by all employees, their representative, PERRP inspector and contractor or employees of their companies doing work in or around this facility.

Ref: Northwestern Local Occupational Safety and Health Administration Handbook.
(Available in all secretary's offices and the OSHA coordinator's office.)

[Adoption date: May 9, 1994]

LEGAL REF.: 29 CFR 1910.1200

BUILDINGS AND GROUNDS SECURITY

Keys

Each building principal shall maintain his or her own record for distribution of building keys. If personnel lose key(s), it is to be reported at once to the building principal. If key is broken or an extra key is needed, a replacement may be secured at the office of the principal. The building principals will see that personnel are supplied with keys. No other personnel have authority to duplicate keys. Keys shall be turned in to building principal at end of each school year. The administration shall have access to all property of the Board of Education. **Students shall not be given building keys.**

Opening and Closing Buildings

The building will be locked by the custodians about one hour after close of school. Any teachers opening or closing are responsible for locking. When windows are opened after the custodian has closed them, teachers should see that they are closed. When students are in the building during after-school hours, they must be under the supervision of a teacher.

The teacher is to be the last one out and ensure that lights are out and doors and windows are closed. Custodians will do this when on duty. In teacher-directed activities after school, teachers shall not leave until all students have gone. All student activities on a night preceding a school day shall be terminated by ten p.m.

[Adoption date: May 9, 1994]

LEGAL REF.: ORC 3313.20

BUILDINGS & GROUNDS SECURITY

General

The building principal will develop a procedure for securing the building and grounds. This procedure will be maintained in the staff handbook and reviewed periodically.

Keys

The distribution of keys will be covered in the building security plan. The principal will be responsible for the distribution, record maintenance and collection of all keys. The principal will collect all keys at the conclusion of the school year. No students shall possess keys.

(Approval date: May 9, 1994)

VANDALISM

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

The Superintendent or principal is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate authority 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, expulsion and restitution for damage. A parent conference will precede the final resolution.

Parents and students will be made aware of the legal implications involved. 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 services for the schools instead of repayment of the damages.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 2909.05(D)
3109.09
3313.173
3737.99

ENERGY CONSERVATION

The Board believes 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, will develop and implement 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 will be a periodic energy audit. The purpose of the audit will be to provide the schools with guidelines for energy efficiency and economical operation. The energy audit may take into consideration:

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

CROSS REF.: DJC, Bidding Requirements

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

Classroom Tools, Supplies and Equipment:

Classroom tools, supplies and equipment are to be removed only with the permission of the teacher in charge of the department. Written records shall be kept and shall include student's name, date of issue, condition at issue, date of return and condition on return. Teachers can in this way document their responsibility for the capital assets of the school as delegated by the school administration and the Board.

Moving Special Equipment

In general, equipment such as pianos, furniture, etc., should not be moved from their normal places. When questions exist, the principal should be consulted.

Private and Organizational Use of Equipment

At no time, should any equipment which is Board-owned or is under the supervision of the school be removed from premises without consent of the building principal or the Superintendent. A written record of all equipment taken from school premises is required to be kept. This record will include the equipment identification number, name and date of use.

Other guidelines apply:

1. The following items should not be taken from school premises for private use: vacuum cleaners, floor polishers, silverware, dishes, kitchen equipment, athletic equipment, office equipment or other mechanical or electrical devices.
2. Audio-visual equipment and other instructional items may be removed from the building by instructional personnel if the intended purpose of doing so is to prepare for classroom instruction in which they are full-time employees. Building principals shall keep accurate record of requests.
3. Any organization borrowing property from the school is responsible for replacement or repair in case equipment is damaged or lost while on loan.

[Adoption date: May 9, 1994]

COMPUTER/ON-LINE SERVICES

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 the 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 develops 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 examines and compares the costs and benefits of various resources and identifies the blend of technologies and levels 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 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.

Northwestern Schools embraces the value of technology as a resource for improved instructional effectiveness and efficiency. The District technology plan has and will continue to include projectors, document cameras, laptops, interactive white boards, infrastructure, as well as effective software and on-line resources.

This technology is intended to further engage students and optimize instruction. Increasing access to technology is essential for the future and laptops available in a wireless learning environment will help students perform to their greatest potential in preparation for college and the workforce.

Northwestern is pursuing the one-to one student to laptop integration in addition to BYOD (Bring Your Own Device), and other technology innovations. The one-to-one student to laptop initiative is intended to be phased-in over several years.

It is anticipated the elementary students will continue utilizing grade level laptop carts, the computer lab, and in-class computers. However, expanded laptop use in the elementary grades will also expand as a result of student needs and as a result of state-mandated on-line achievement testing.

It is anticipated that savings resulting from the reduced purchase of textbooks and the reduced need for purchasing desktop computers as a result of phasing out of computer labs and MS/HS carts will recoup most of the cost of this one-to-one initiative.

This one-to-one initiative requires administration to establish specific procedures for this initiative by September 1, 2012 that will include:

1. Explanation of District, Student, and Parent responsibilities regarding these devices and their use;
2. Creation of a Northwestern Student/Parent Laptop Handbook and
3. Creation of a Northwestern Student/Parent one-to-one program opt-out.

The Northwestern one-to-one initiative:

The District will retain ownership of all laptop computers and associated hardware and software. The computer, charger, and carrying case are being lent to the student borrower for educational purposes only and during the academic school year. The method is similar to assignment of a textbook in that the serial number will be recorded and the student as well as the parent/guardian will sign for the equipment being borrowed. The student is responsible for the laptop issued to them and must be used in accordance with the District's policies, procedures, rules, as well as the Student Code of Conduct. Any damages will be the responsibility of the student and their parent/guardian, so any repairs or replacement will be billed accordingly.

Students and their parent/guardian may elect one of three options related to this one-to-one initiative:

1. Sign the agreement and utilize the laptop throughout the school year for student use at school and at home.

OR

2. Inform the school that the student will utilize their own personal laptop or device purchased by them and their parent/guardian in lieu of an assigned school laptop.

OR

3. Sign the “opt-out” provision, which specifies that the student will use a school issued laptop, but will leave the laptop in a specified location at school at the end of each school day and will not have the choice to take the device home.

[Adoption date: August 17, 1999]

[Re-adoption date: August 14, 2012]

[Re-adoption date: October 22, 2012]

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 3313.20
3319.321

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

COMPUTER/ON-LINE SERVICES

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden. For staff members, any content that is not reflective of conduct that teachers and other employees should be expected to model for students in the District is prohibited.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity. Personal use of computers and on-line services should be for that which is incidental and on non-duty time.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be private property.
7. Rules and regulations of on-line etiquette are subject to change by the administration. Violations of the regulations stated in this policy subject the user to consequences including but not limited to imposition of disciplinary action, up to and including termination of employees in accordance with law and the terms of the negotiated agreement in force at the time.
8. The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use. Use of passwords, encryption or similar techniques will not prevent such access for monitoring purposes.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.

13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

(Approval date: August 17, 1999)

(Re-approval date: January 8, 2001)

COMPUTER NETWORK STUDENT AGREEMENT FORM

I hereby apply for a student account on the District computer network:

student's name: _____

school: _____

student's home address: _____

student's city, state, zip: _____

student's home phone: _____

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

Signature: _____ Date: _____

Parental Release Form

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

Signature: _____ Date: _____

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS
(Bring Your Own Technology)

Providing students and staff with a 21st century digital learning environment is part of the Northwestern technology plan. With the expansion of personal electronic devices over the past few years, the District feels that allowing students to use these devices in school would be a benefit to their education.

Beginning with the 2012-2013 school year, the District will allow middle school and high school students to bring their own technology devices (such as laptops, eReaders, iPads, etc.) to use at specified times during the school day. Cell phones and “smart” phones are a separate category addressed in the student handbook.

Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher’s discretion. Students should be aware that these devices should be used for educational purposes only. Each teacher will have the discretion to limit or forbid the use of students’ personal electronic devices in their classroom.

[Adoption date: August 14, 2012]

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 3313.20
3319.321

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
GBCB, Staff Conduct
GBH, Staff-Student Relations (Also JM)
IB, Academic Freedom
IIA, Instructional Materials
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCK, Use of Electronic Communications Equipment by Students
JFG, Interrogations and Searches
Staff Handbooks
Student Handbooks

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS
(Bring Your Own Technology)

When using their own technology device, students must follow the guidelines below:

1. Student using their own electronic device must use only the “Guest” wireless Internet access provided by the District. The “Guest” wireless Internet access is filtered so that students cannot access inappropriate materials during the school day or on school property. When granting Internet access to students on school grounds, the District must abide by the Children’s Internet Protection Act. The District is not responsible for content accessed by students in the case of outside 3G or 4G vendors, since this cannot be filtered by the District.
2. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal and should report any instance encountered.
3. Students may not use the camera feature on their electronic device to capture, record, or transmit audio, video, or still photos of other students, faculty, or staff without explicit permission being given by the subject of the video or photo. Students violating this provision may have their device confiscated and held by the administration. Additional consequences may apply depending on the severity of the violation.
4. Students may never use their electronic device in restrooms or locker rooms.
5. Use of a student’s electronic device in the classroom or at any school-sponsored event is done at the discretion of the administration, faculty and staff.
6. Students are responsible for keeping their personal electronic devices safe and secure. The District is not responsible for any device lost or damaged while on school property.
7. Using your personal electronic device is a privilege, not a right. Students may be denied access at any time. As with other personal property brought to school, students should not have an expectation of privacy on personal electronic devices brought onto school property. If improper use of the technology or abuse of this policy is suspected, the administration, faculty, and/or staff have the right to examine the student’s electronic device and content on the device.
8. Students must never use their personal electronic device to access, modify, download, or install computer programs, files, or information belonging to others.

9. As a general rule, students using personal electronic devices will not be given access to school district printers, copiers or servers. If a student wants to utilize these devices, the student will need to transfer his/her work to a school-owned computer or device. Specific instances may be permitted at the principal's discretion.
10. The District will only provide technical support for school-owned devices.
11. The District will not provide users of personally owned devices the opportunity to charge those devices on school property.
12. Any disciplinary action that occurs due to a student's electronic device being used improperly will be dealt with at the discretion of the building administrator as prescribed in the student handbook.

(Approval date: August 14, 2012)

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 transportation be scheduled in a way that the best educational interests of the students can be served.

The Board will furnish school bus transportation to 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 will be in accordance with the “Ohio School Bus Operation Regulations” issued by the Ohio Department of Education, Ohio State Highway Patrol and the Ohio Department of Highway Safety and as required by State law. Unless otherwise authorized by the Superintendent or transportation supervisor, drivers must meet the Federal Commercial hours of duty regulations.

The hours of service rule contains an 11-hour daily driving limit and 14-hour workday limit. Drivers must have a 10-hour consecutive break within this 24-hour period. One 16-hour workday is allowed followed by a 10-hour consecutive break. No driver shall exceed 60 hours in a workweek. Drivers will be allowed to resume the maximum 60 hours if they have 34 consecutive hours off duty. (Provision effective July 2013, Federal Motor Carrier Safety Association)

The District will operate its own fleet of school buses; however, if it is impractical to transport certain special education and private school students by regular bus, they may be transported by other conveyance.

The District’s transportation program will be under the direction of the transportation supervisor, who is responsible to the Superintendent.

Private School Transportation

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

[Adoption date: May 9, 1994]

[Re-adoption date: January 6, 2014]

[Re-adoption date: December 15, 2014]

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

CROSS REFS.: EEAA, Eligibility Zones for Pupil Transportation
EEAC, School Bus Safety Program

WALKERS AND RIDERS

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

Accordingly, the administration will designate and the Board will approve areas of residence from which students will be provided with transportation to schools.

Exceptions to the established areas may be made by the Board when:

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

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

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3317.07
3327.01; 3327.02; 3327.04; 3327.05; 3327.08

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of District student riders will be the first consideration in all matters pertaining to transportation. Safety precautions should include the following:

1. The District's transportation program will meet all State requirements regarding the approval of bus drivers, standards for buses and safe speeds.
2. Special walk limits will be set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
3. Bus stops will be limited, where possible, so that students from several homes can meet safely at a central point for group pick up.
4. Emergency evacuation drills will be conducted regularly throughout the school year to thoroughly acquaint student riders with procedures in emergency conditions.
5. All vehicles used to transport children will be maintained in condition to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
6. Students in the primary grades will be given instruction on school bus safety and behavior within the first two weeks of the school year.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3327.09; 3327.10
4511.75; 4511.76; 4511.761; 4511.763-4511.80

SCHOOL BUS SAFETY PROGRAM

Bus Emergency and Evacuation Procedures

1. Accident

In the event of an accident involving a school bus, the driver shall assess the situation and determine the best possible procedure to follow in order to:

- A. evaluate the need for medical assistance;
- B. protect the accident scene;
- C. evacuate, if necessary, and/or control the students;
- D. secure emergency medical assistance if needed (911);
- E. notify responsible law enforcement officials (911);
- F. notify proper school officials (419-846-3151/3400);
- G. record data necessary to file reports;
- H. notify parents and
- I. discuss facts of accident only with law enforcement/school personnel.

The driver shall communicate immediately with the bus supervisor who shall assist the driver in accomplishing items A-I listed above. Communication shall occur by gaining access to the first available telephone to call the appropriate emergency personnel and school officials.

2. Driver Disability

In the event of injury or disability of the driver, a responsible student shall communicate immediately with the bus supervisor through the use of the first available telephone. The bus supervisor shall dispatch emergency assistance and notify school officials of the situation.

At the beginning of each school year, each driver shall choose one or more responsible student(s) for each run and instruct the student(s) how to respond in the event of disability of the driver.

3. Bus Breakdown

In the event of bus failure, the driver shall:

- A. move the bus off the roadway, if possible, to prevent accidents with other vehicles;
- B. control students;
- C. secure the bus and use appropriate safety markers;
- D. notify school officials;
- E. arrange for another bus and return of the disabled bus and
- F. assist in the transfer of students.

The driver shall communicate immediately with the bus supervisor who shall assist the driver in accomplishing items A-F listed above. Communication shall occur by gaining access to the first available telephone to call school officials.

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4. Tornado

The driver shall, annually, instruct students of procedures to be followed in the event of tornado sightings and/or warnings. In the event that a tornado is imminent, the driver shall:

- A. pull the bus off the roadway;
- B. evacuate the bus, taking the first-aid kit;
- C. take students to the nearest safe building; if in the open, find shelter in a ditch or ravine or near an embankment that is safely away from the bus;
- D. instruct students to lie down on knees with hands clasped behind the head and
- E. when danger is passed, check students, then contact school officials.

5. Evacuation Drills (Goal: Evacuate bus in two minutes or less)

The driver shall annually organize and conduct three emergency exit drills and instruct students of procedures to be followed in the event of evacuation. Each drill shall comply with ORC 3301-83-15. In the event of evacuation:

- A. everyone exits through the front door, the rear door or both doors as directed by the driver;
- B. driver remains in the bus until all students are evacuated;
- C. parking brake is set, engine is off and transmission is in gear and
- D. students are assembled at least 100 feet from the bus.

6. Student Injury/Illness

In the event the driver suspects a student has received serious injury or is seriously ill, the driver shall:

- A. evaluate need for medical assistance;
- B. obtain emergency medical assistance by stopping at the nearest available telephone and call 911;
- C. obtain emergency student information (name, work and/or home telephone number of parents and any special medical information);
- D. inform school officials;
- E. request that parents be contacted and
- F. fill out report.

The driver shall communicate immediately with the bus supervisor who shall assist the driver in accomplishing items A-F listed above. Communication shall occur by gaining access to the first available telephone near the scene to call school officials.

7. Closings/Delays

Procedures for school closings/delays/early dismissals shall be communicated annually to parents through a newsletter provided by the Superintendent.

(Approval date: May 9, 1994)

BUS DRIVER EXAMINATION AND TRAINING

Bus Drivers and Riders Code of Conduct

Bus drivers shall be subject to rules and regulations as formulated by the State Board of Education, the State Department of Education and the Department of Health. Drivers should each have a printed copy of these regulations. Bus drivers must be properly certified before driving bus. Those receiving pay for bus storage will not be paid unless entire bus is under cover. For field trips, the rate of pay applies only to Board-approved trips.

[Adoption date: May 9, 1994]

STUDENT CONDUCT ON SCHOOL BUSES

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

Once a student boards the bus, he or she becomes the responsibility of the school authorities. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

The District has installed video surveillance cameras recorders within school buses, throughout school grounds, and inside school buildings in an effort to ensure the safety of students and staff, act as a deterrent to inappropriate or illegal actions, as well as monitor student behavior. This video serves as a record for the District and is admissible for student discipline, staff discipline, training, as well as admissible in court and other legal proceedings as determined by the District. When considering the potential availability of this recorded video, the visual footage of all students and staff shall be considered by administration when determining the appropriateness of sharing this. The recorded video remains District property and is intended for administrative use. The video may be shared with parents, students, and appropriate staff only and only at the discretion of school administration.

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 will be sufficient reason for refusing transportation service to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

[Adoption date: May 9, 1994]

[Re-adoption date: August 26, 2013]

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

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JG, Student Discipline
Staff Handbooks
Student Handbooks

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 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 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 or 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. not engage in 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. not cause deliberate or accidental destruction of any part of the bus while misbehaving; such destruction will require payment by student's parents to restore that bus part to original condition;
11. remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus and
12. not bring on the bus weapons such as guns, firecrackers, chemicals or glass objects. Live animals are not permitted.

Bus stops will be made at the safest possible place and also at central points to accommodate the largest number of students.

Riding to school is a privilege and convenience. Failure of a student to follow these regulations may result in forfeiting the privilege of transportation by school bus.

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Discipline

When discipline problems with individual students arise, these steps will be followed:

1. If possible, the driver should solve the problem and complete a disciplinary report.
2. Students are required to take the disciplinary report home and return it with the parent's signature.
3. A second or subsequent disciplinary report will result in denial of bus privileges (from three-10 days) and other possible school disciplinary action. The disposition of the case will be decided by the building principal.
4. Parents have the right to appeal to the Superintendent.

(Approval date: May 9, 1994)

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.

[Adoption date: August 17, 1999]

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

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

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 15 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.

[Adoption date: September 22, 2008]

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

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

SPECIAL USE OF SCHOOL BUSES

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

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

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.

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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.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

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

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus transportation will be provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities will be discouraged; however, if the need arises, transportation by private vehicles will be permitted only if previously approved by the principal.

Student participants shall ride in school-authorized vehicles. At no time shall a student participant drive himself or herself or other student participants to a school-sponsored event.

If it is necessary to use private vehicles, evidence must be presented to the principal that the vehicle and driver are covered for liability, medical payments, physical damage and uninsured motorist liability. The Board will maintain excess insurance through a nonownership liability endorsement to its business automobile policy.

[Adoption date: May 9, 1994]

[Re-adoption date: January 6, 2014]

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: May 9, 1994]

[Re-adoption date: August 22, 2011]

LEGAL REFS: ORC 121.07
125.832
4513.263; 4513.264
OAC 3301-83-20(M)

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

CONTRACT REF.: Teachers' Negotiated Agreement

USE OF SCHOOL-OWNED VEHICLES

Certain designated employees are authorized to use school-owned vehicles in accordance with the following regulations.

Authorized Vehicles and Users

The Superintendent/designee:

1. authorizes which employees have the use of school-owned vehicles;
2. keeps a record of their drivers' license numbers;
3. checks all drivers' driving records annually and
4. keeps a list of vehicles and appropriate insurance coverages.

Authorized Uses

1. Unless specific permission is granted by the Superintendent, use of school-owned vehicles is restricted to District business only.
2. All cargo must be related to the performance of District business.
3. The cost of gasoline and oil is reimbursed only upon submitting the proper receipts.

Unauthorized Uses

Drivers are prohibited from:

1. operating vehicles while under the influences of drugs and/or alcohol;
2. transporting non-school passengers, including hitchhikers and

Record Keeping

Drivers are required to keep and maintain accurate records when using vehicles for personal use. Personal use of school-owned vehicles must be reported as a taxable benefit in accordance with Internal Revenue Service regulations.

Vehicle Care and Maintenance

1. School-owned vehicles must be maintained and operated in a safe and efficient manner.
2. Drivers must report any defect or damage as soon as one is identified or sustained.
3. Drivers are responsible for the interior cleanliness of vehicles used.

Observance of All Laws, Policies and Regulations

Drivers must:

1. comply with all applicable Federal, State, local and Board laws, regulations and policies;
2. wear seat belts;
3. be personally liable for all traffic and parking violations and supply proof of payment;
4. maintain a valid drivers' license and insurance;
5. immediately notify the Superintendent/designee if their driving privileges change in any way, e.g., license suspension or revocation and
6. immediately report any accident or related injury to the proper governmental authority and the Superintendent/designee.

Violators are subject to disciplinary action up to and including termination.

(Approval date: May 9, 1994)

(Re-approval date: August 22, 2011)

FOOD SERVICES MANAGEMENT/
FREE AND REDUCED-PRICE FOOD SERVICES

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

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

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

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

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

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

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

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

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

Meal Charges

The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.

Students with Special Dietary Needs

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

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

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: October 9, 2006]

[Re-adoption date: May 24, 2010]

[Re-adoption date: July 17, 2017]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265
(Title I, Section 204), 118 Stat. 729
National School Lunch Act; 42 USC 1751 et seq.
Child Nutrition Act; 42 USC 1771 et seq.
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et
seq.
Rehabilitation Act of 1973; 29 USC 794
ORC 3313.719; 3313.81; 3313.812; 3313.813; 3313.815
3314.18
OAC 3301-91-01 through 3301-91-09

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability
EFF, Food Sale Standards
EFG, Student Wellness Program
EFH, Food Allergies
JHCD, Administering Medicines to Students
JN, Student Fees, Fines and Charges

FOOD SERVICES MANAGEMENT/
FREE AND REDUCED-PRICE FOOD SERVICES

The District allows a maximum lunch charge amount of \$15 per student.

Food service staff will notify parents weekly for any student who has a charge greater than \$5. If contact cannot be made for any reason, other arrangements will be made by the principal.

Food service staff will provide each school office weekly with written notice of students who have accrued charges in the cafeteria.

Upon reaching the maximum charge amount of \$15 if there has not been any communication with the parent/guardian, the student will be given only a peanut butter sandwich or a cold cheese sandwich daily until the charge is paid.

If the parent/guardian refuses to pay the accrued charge, the District has the right to withhold the graduating student's diploma until the charge is paid.

(Approval date: July 17, 2017)

FOOD SALE STANDARDS

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: December 13, 2004]

[Re-adoption date: October 9, 2006]

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

CROSS REFS.: EF, Food Services Management
EFF, Food Sale Standards
EFG, Student Wellness Program
IGDF, Student Fund-Raising Activities

FOOD SALE STANDARDS

The Northwestern Local Schools Nutrition Standards must be met for all sales of food to students in all District buildings during the regular school day setting. This includes foods sold through the Food Services department as well as any other organization or person.

Sales of food in competition with meal service for the Food Service department are prohibited by Board policy in conjunction with Federal law.

District nutrition standards apply only to food or beverages sold. Food provided free as refreshment for parties, potlucks, teacher appreciation luncheon or breakfasts, etc., is not subject to District nutrition standards. However, offering foods that meet these standards is highly recommended.

The District Nutrition Standards are in alignment with the Alliance for a Healthier Generation’s School Beverage and Competitive Guidelines:

SCHOOL BEVERAGE GUIDELINES

Beverages	Elementary	Secondary
Water	Any size No added sugars, artificial sweeteners or sodium	Any size
Plain Fat Free or Low Fat Milk Up to 150 calories per 8 oz.	8 oz. (150 calories)	12 oz. (225 calories)
Flavored Fat Free or Low Fat Milk Up to 150 calories per 8 oz.	8 oz. (150 calories)	12 oz. (225 calories)
100% Fruit Juice Up to 120 calories per 8 oz.	8 oz. (120 calories)	12 oz. (180 calories)
No or Low Calorie Beverages Up to 20 calories per 8 oz. No added caffeine	No	Any size
At least 50% of beverages must be water and or no or low calorie beverages.		

SCHOOL SNACK FOOD GUIDELINES

Snacks	Calories		Total Fat	Saturated Fat	Trans Fat	Sugars by Weight	Sodium
	Elem.	High					
Dried Fruit with No Added Sugar	150	200	0 g	0 g	0 g	Exempt	230 mg
Nuts, Nut Butters & Seeds	150	200	Exempt	Exempt	0 g	35%	230 mg
Low Fat and Fat Free Dairy*	150	200	35%	10%	0 g	35%	480 mg
Soups and Vegetables with Sauce	150	150	35%	10%	0 g	35%	480 mg
Snacks	150	200	35%	10%	0 g	35%	230 mg
Fruit with Nuts (Trail Mix)	150	200	Exempt	10%	0 g	35%	230 mg
* Cheese may be reduced fat or part skim in 1.5 oz. portions. One (1) egg or egg equivalent with no added fat is permitted.							

Sales of candy and other foods and drinks outside of regular or extended school day hours are at the discretion of the school's wellness committee. However, healthy food choices for fundraising and non-food based fundraising are highly recommended.

Meals served through the National School Breakfast, Lunch and Snack program will meet, at minimum, nutrition requirements established by local, state and federal regulations and we will work toward conforming our standards to meet outlines set forth by the Healthier US School Challenge.

(Approval date: January 10, 2012)

STUDENT WELLNESS PROGRAM

The Board recognizes that a healthy child has a greater capacity for learning and improved school attendance. The District is committed to providing a school environment that cares for the total child academically, socially, emotionally and physically. In order to assist students in the development of lifelong wellness practices, the wellness committee, consisting of the Superintendent, each building principal, the school nurse, all grade level physical education teachers, the food service supervisor and various community members, meets a minimum of once a year to evaluate all forms of measurements and suggest ideas for continued improvement.

Through education, the District helps students recognize the importance of healthy food choices. An effort is made to allow time for exercise during the school day. Teachers stress the importance of forming healthy patterns for a lifetime.

Physical education teachers provide the measurement of various endurance and fitness tests to the wellness committee. High school students are required to include at least one physical education class in their schedules.

School nurses conduct a simple Body Mass Index (BMI) score when they are doing routine screenings for all students in each building.

Health teachers highlight the importance of a wellness plan to their students.

It is recommended, for nutritional purposes, that children attending the District schools participate in the federally funded breakfast and lunch programs provided by the District food service department.

The food service department offers foods for the a la carte program and vending machines that are nutritionally appropriate to our ultimate goal of healthy food choices, and limits the students' exposure to minimally nutritious foods.

Food service personnel post the nutritional information of the foods it serves to allow students the opportunity to make healthy choices and to learn the importance of nutritional information.

[Adoption date: October 9, 2006]

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

CROSS REFS.: EF, Food Services Management
EFB, Free and Reduced-Price Food Services
EFF, Food Sale Standards
IGAE, Health Education
IGAF, Physical Education

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.

[Adoption date: May 24, 2010]

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

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability
EF, Food Services Management
EFB, Free and Reduced-Price Food Services
EFF, Food Sale Standards
EFG, Student Wellness Program
IGBA, Programs for Students with Disabilities
JHCD, Administering Medicines to Students

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: August 17, 1999]

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

COPYRIGHT

Guidelines for use of copyrighted materials

1. Fair use
 - A. The fair use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:
 - 1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
 - 2) the nature of copyrighted work;
 - 3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole and
 - 4) the effect of the use upon the potential market for or value of the copyrighted work.
2. Single copying for teachers
 - A. A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class.
 - 1) a chapter from a book
 - 2) an article from a periodical or newspaper
 - 3) a short story, short essay or short poem, whether or not from a collective work
 - 4) a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper
3. Multiple copies for classroom use
 - A. Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
 - 1) the copying meets the test of brevity and spontaneity as defined below;
 - 2) it meets the cumulative effect test as defined below and
 - 3) each copy includes a notice of copyright.
 - a. Brevity

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

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

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

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

“Special” works: Certain works in poetry, prose or in a “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.

Paragraph two above (Prose), notwithstanding such “special works,” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

b. Spontaneity

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

c. Cumulative effect

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

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

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

Prohibitions as to 347.7111 (Single copying for teachers) and 347.7112 (Multiple copies for classroom use) are applicable.

4. Notwithstanding any of the above, the following shall be prohibited.

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

Guidelines for educational uses of music

5. Permissible uses

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

teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

6. Prohibitions

- A. Copying to create or replace or substitute for anthologies, compilations or collective works

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- B. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and similar material
 - C. Copying for the purpose of performance, except as in 347.721-A above
 - D. Copying for the purpose of substituting for the purchase of music, except as in 347.721-A and -B above
 - E. Copying without inclusion of the copyright notice which appears on the printed copy
7. Authorized reproduction and use of copyrighted audio-visual material
- A. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures or video-taping commercial television broadcasts, personnel shall consult with the principal to determine whether the proposed action complies with the “Fair Use” principles of the Copyright Law.
 - B. School recordings may be made of certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.
 - 1) The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
 - 2) Recordings may be used in classroom or instructional settings as an educational activity or at a PTA Meeting, Board of Education Meeting or similar activity.
 - 3) Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.
 - 4) Recordings made from those evening programs, which may be copied, shall be retained for no more than seven days following the telecast unless an extension is received in writing in advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.
8. Authorized reproduction and use of copyrighted materials in the library
- A. A library may make a single copy of unpublished work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
 - B. A library may provide a single copy of copyrighted material at cost to a student or staff member.

- 1) The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied.

- 2) The copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use subjects the person to liability for copyright infringement.
 - C. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in 347.7112-A and -B.
9. Copying limitations
- A. Circumstances arise when personnel are uncertain whether or not copying is prohibited. In those circumstances, the Superintendent shall be contacted. If the Superintendent is uncertain, he/she shall consult with the District's legal counsel.
 - B. The following prohibitions have been expressly stated in Federal guidelines:
 - 1) Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
 - 2) Unless expressly permitted by agreement with the publisher and authorized by District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets or similar materials.
 - 3) Personnel shall not:
 - a. use copies to substitute for the purchase of books, periodicals, music recordings or other copyrighted material, except as permitted by District procedure;
 - b. copy or use the same items from term to term without the copyright owner's permission;
 - c. copy or use more than nine instances of multiple copying of protected material in any one term;
 - d. copy or use more than one short work or two excerpts from works of the same author in any one term or
 - e. copy or use protected materials without including a notice of copyright. The following shall be a satisfactory notice:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY
COPYRIGHT LAW
 - C. Personnel shall not reproduce or use copyrighted material at the direction of a District administrator without permission of the copyright owner.
10. Computer software copyright

The Board recognizes that computer software piracy is a major problem for the industry and that violations of copyright laws contribute to higher costs and lessen incentives for

publishers to develop effective educational software. Therefore, in an effort to discourage software piracy and to prevent such illegal activity, the District will take the following steps.

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- A. The ethical and practical implications of software copyright violations will be taught to all employees and students using District computer facilities and software.
- B. Employees and students will be informed that they are expected to adhere to section 117 of the 1976 Copyright Act and all subsequent amendments governing the use of software.
- C. Wherever possible, efforts will be made to secure software from being duplicated from floppy disks, hard drives or networked systems.
- D. Illegal copies of copyrighted software shall not be made or used on District equipment.
- E. District administrators shall be designated as the only individuals who may sign license agreements for educational software used on District computers.
- F. Documentation of licenses for software used on District computers will be located at the site where the software is being used.

11. Unsupervised copy equipment

- A. The following notice, in large type, shall be affixed to all District copying equipment (Xerox, Thermofax, audio-tape recorder, video-tape recorder and copy camera).

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

12. Library copying for students or staff

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

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

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

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

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

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

(Approval date: August 17, 1999)

TELEPHONE SERVICES

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

Students are not to use the school office telephones, except in cases of emergency.

Use of District Cellular Telephones

The Board authorizes the use of school-owned cellular telephones by school administrative personnel and specific programs for the performance of school duties.

For business and efficiency purposes, the Superintendent may deem it necessary for certain employees to carry a cellular telephone in an ongoing manner. In addition, it may become necessary to utilize cell phones for supervisory, safety or programming reasons. Such telephones will be leased/procured by the District.

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

[Adoption date: May 9, 1994]

[Re-adoption date: December 13, 2004]

[Re-adoption date: June 29, 2007]

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

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

RECORDS AND REPORTS RETENTION AND DISPOSITION

All types of records contain vital information. Properly kept records easily accessible to State examiners, reduce audit costs and indicate good management on the part of the District.

The President, the Superintendent and the Treasurer shall comprise the Records Commission and meet annually. The supervisor will be the "Records Officer" of his or her department and be responsible for the following:

1. keeping a complete record inventory which would include its office of origin, location, name, information content, inclusive dates, quantity (in cubic feet), frequency of use and purpose;
2. determining the records retention period for records being created by his or her department;
3. preparing one-time disposal lists for obsolete records;
4. submitting one-time disposal lists to the Records Commission for its approval and submission to the Auditor of State and the Ohio Historical Society;
5. destroying records in accord with the approved one-time disposal lists;
6. preparing a Certificate of Records Disposal and
7. submitting a copy of the Certificate of Records Disposal to the Records Commission for its file.

Forms and information pertaining to the retention and disposition of public records will be maintained by the Treasurer's office.

[Adoption date: May 9, 1994]

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 Board President, the Treasurer and the Superintendent and meets at least once every 12 months.

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

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

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

Electronic Mail

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

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

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

[Adoption date: August 17, 1999]
[Re-adoption date: October 9, 2006]

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 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. ORC Section 149.011.

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

DATA AND RECORDS RETENTION (Electronic Mail)

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

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

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

Non-Record Messages

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

Types of messages may include:

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

Official Record Messages

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

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

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

Retention: Until no longer of administrative value, then destroy

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

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

Retention: 1 year, then destroy

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

Retention: 6 months, then destroy

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

Retention: 1 year, then destroy

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

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

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

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

Retention: 2 years, then transfer to State Archives

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

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

(Approval date: October 9, 2006)

ARCHIVES/PRESERVATION POLICY

Purpose

The purpose of this policy is to state and communicate the principles that guide the preservation activities of Northwestern Local Schools while making the best use of the resources we have, including human resources. This policy seeks balancing preventive preservation with an active conservation.

Context

The fundamental purpose of our preservation activity, its nature, scope and its relationship with archival functions has become vital since the consolidation of former school districts and buildings into what is known currently as the Northwestern Local School District.

The Superintendent, in consult with principals, athletic directors and Northwestern Alumni, oversees preservation of awards, trophies and other memorabilia. An emphasis on preservation awareness raised throughout the school and throughout the community is an important responsibility of the Superintendent as well. The ultimate responsibility to preserve items of importance lies with the Superintendent.

Roles and Responsibilities

The District is responsible for preserving items significant to the historical or traditions of Northwestern Schools. This shall be done in coordination with input and strategies from Northwestern Alumni and West Salem Historical Society, when possible.

The Building Principals and Athletic Directors lead in the development and implementation of the preservation and implementation of the preservation practices, and report to the Superintendent.

Policy Principals

Preservations is a fundamental responsibility through which the District ensures the continuing display and preservation of the archival records, such as photos, plaques, trophies, awards and documents for present and future generations. Northwestern Schools recognizes that preservation is a pervasive function and will ensure that it is integral to all archive activities from acquisition through to preservation and access; every staff member will play a part.

The need for a preservation policy is not new, but has become more acute in recent years. With ever-dwindling resources and many more claims on those that are available, the need for accountability and the need to justify expenditure have become more pressing. District residents and alumni expect a policy as a sign of accountability and as a tangible expression of intent, as well as something that can be monitored. A policy can explain to users why certain actions are or are not taken. It sets out the responsibilities of all concerned, staff and users alike.

[Adoption date: June 29, 2007]

USE OF ELECTRONIC SIGNATURES

The Board Authorizes Acceptance, Completion, and Distribution of Electronic Records and Use of Electronic Signatures

Unless a provision of law enacted specifically prohibits the use of an electronic record for the specified purpose, the Board authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures. Electronic signatures sent via fax, pdf, or other electronic means are considered valid and legally binding by the District.

The Superintendent is authorized to develop criteria concerning the acceptance and distribution/transmission of electronic records and electronic signatures. After giving due consideration to security, the Superintendent may specify the following:

1. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes.
2. If electronic records must be signed by electronic means, the type of electronic signature that is required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met, by any third party used by a person filing a document to facilitate the process.
3. Control processes and procedures as appropriate to provide for adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records.
4. Any other required attributes for electronic records that are specified for non-electronic records or reasonably necessary under the circumstances.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

[Adoption date: August 13, 2019]

LEGAL REFS.: ORC 1306
Uniform Electronic Transaction Act

CROSS REFS.: DGA, Use of Facsimile Signatures
IGBA, Programs for Students with Disabilities
JO, Student Records

INSURANCE MANAGEMENT

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

The Superintendent and Treasurer will have the responsibility of administering the total insurance program.

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

[Adoption date: May 9, 1994]

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

CROSS REFS.: BHE, Board Member Insurance
GCBC, Certificated Staff Fringe Benefits
GDBC, Support Staff Fringe Benefits
JHA, Student Insurance Program