

SECTION E: SUPPORT SERVICES

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EAA

Support Services Goals
Support Services Priority Objectives

EB

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EBCB
EBCBA
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EBCE
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EBDA

Safety Program

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SECTION E: SUPPORT SERVICES
(Continued)

EEACA	Bus Driver Examination and Training
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EGAAA	Copyright
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EGAC	Telephone Services
EGAD	Staff Use of Cellular Telephones
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EGC	Office Services Records and Reports
EH	Data Management
EHA	Data and Records Retention
EI	Insurance Management
EIA	Property Insurance
EIB	Liability Insurance
EJ	Evaluation of Support Services (Also AFF)

SAFETY PROGRAM

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

The Superintendent/designee is the administrator responsible for the safety program of the District and develops written procedures to comply with all applicable Federal and State laws and regulations.

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

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

Adoption date: July 17, 2006

Re-adoption date: July 13, 2015

LEGAL REFS.: Public Employment Risk Reduction Program, ORC 4167.01 et seq.
ORC 2744
3313.536
3313.60; 3313.643
3707.26
3737.73
OAC 3301-35-06

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

REPORTING OF HAZARDS

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

Toxic Hazards

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

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

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.

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: July 19, 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 117.102
 3311.473; 3313.643; 3313.71; 3313.711; 3313.719
 3314.15
 3327.10
 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 develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

The guidelines provide for at least one person in each building to have special training in first aid.

The District provides employee automated external defibrillator (AED) training in accordance with State law. Compliance with this training requirement is reported to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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

Adoption date: December 10, 2018

LEGAL REFS.: ORC 2305.23
 3301.56
 3301.68
 3313.6021; 3313.6023
 3313.712; 3313.717
 OAC 3301-27-01
 3301-35-06

CROSS REFS.: EB, Safety Program
 EBBC, Bloodborne Pathogens
 EBC, Emergency Management and Safety Plans
 IGD, Cocurricular and Extracurricular Activities
 JHCD, Administering Medicines to Students
 Emergency Medical Authorization Form
 Staff Handbooks

FIRST AID

1. The District shall provide an emergency medical authorization form to:
 - A. the parent of every student enrolled in its schools by October 1 of each year or
 - B. the parent of new enrollees into its schools, within 30 days, unless the student has transferred from an Ohio school, wherein the form shall be sent from that public school.
2. A parent may make changes to the form or file a new form at any time.
3. A parent may refuse to grant permission by indicating his/her refusal in the appropriate place on the form, and indicate the procedure he/she wishes the school authorities to follow in the event of a medical emergency involving the child.
4. All students must have a form on file, signed by a parent, either granting permission for emergency treatment, or indicating alternative procedures.
5. Even when a parent gives consent to emergency treatment,, the authorities of the District must make reasonable attempts to contact the parent before treatment is given.
6. The school shall present the student's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment.
7. There shall be no imposition of liability on any school official or school employee who, in good faith, attempt to comply with the statute.
8. No student is permitted to go on a field trip without a completed emergency medical form.

While this Board of Education recognizes the right of a parent or guardian to refuse emergency medical treatment for his/her child attending public school under R.C. 3313.712, this right does not extend to participation in extracurricular activities. In order to protect the health and safety of students and to provide the coaches and advisors the ability to assist a child under their supervision who becomes ill or is injured, any student who does not provide a current, completed emergency medical authorization upon request shall not be permitted to participate in the extracurricular activity.

(Approval date: June 24, 2002)

EMERGENCY MEDICAL AUTHORIZATION FORM

FIRST NAME	MIDDLE INITIAL	LAST NAME	TELEPHONE
ADDRESS		CITY/STATE/ZIP	
SCHOOL		SSN	GRADE

Purpose - To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

Residential Parent or Guardian Information:

MOTHER'S NAME (first, last)	ADDRESS	HOME PHONE	PAGER/CELL PHONE
MOTHER'S PLACE OF EMPLOYMENT	ADDRESS	WORK PHONE	
FATHER'S NAME (first, last)	ADDRESS	HOME PHONE	PAGER/CELL PHONE
FATHER'S PLACE OF EMPLOYMENT	ADDRESS	WORK PHONE	
OTHER'S NAME (first, last)	ADDRESS	HOME PHONE	PAGER/CELL PHONE
OTHER'S PLACE OF EMPLOYMENT	ADDRESS	BUSINESS PHONE	

Student lives with: ____Mother ____Father ____Both ____Other

Name of Contact Person (Relative or Friend if Parent Can't Be Reached) or Childcare Provider (For Elementary Students):

NAME (first, last)		RELATIONSHIP
ADDRESS	CITY/STATE/ZIP	DAYTIME PHONE

*** * * PART I OR PART II MUST BE COMPLETED * * ***

PART I: TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called:

PHYSICIAN	PHONE
DENTIST	PHONE
MEDICAL SPECIALIST	PHONE
LOCAL HOSPITAL	EMERGENCY ROOM PHONE

In the event reasonable attempts to contact me have been unsuccessful. I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctors or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentist, concurring in the necessity for such surgery are obtained prior to the performance of such surgery.

Facts concerning the child's medical history, including allergies, medications being taken and any physical impairments to which a physician should be alerted:

Date: _____ Signature of Parent/Guardian _____
Address _____
City/State/Zip _____

PART II: REFUSAL TO CONSENT

I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Date: _____ Signature of Parent/Guardian _____
Address _____
City/State/Zip _____

BLOODBORNE PATHOGENS

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

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

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

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

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

[Adoption date: June 24, 2002]

[Re-adoption date: July 17, 2006]

[Re-adoption date: July 18, 2011]

LEGAL REFS.: 29 CFR 1910.1030

ORC 3707.26

Public Employment Risk Reduction Act; ORC 4167.01 et seq.

CROSS REFS.: EBBA, First Aid

EBC, Emergency/Safety Plans

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

JHCC, Communicable Diseases

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

EMERGENCY MANAGEMENT AND 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 a serious, unexpected, and often dangerous situation requiring immediate action that 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 or hazards include, but are not limited to, an active shooter, hostage situations, bomb threats, bullying, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

Comprehensive Emergency Management Plan and Test

The Superintendent/designee develops a comprehensive emergency management plan meeting State law requirements for each building. The plan establishes protocols 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 plan includes a floor plan unique to each floor of the building, a site plan including all building property and surrounding property, and an emergency contact sheet. The plan is kept in a secure location and is not considered a public record.

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

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

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan to be updated every three years and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes.

An emergency management test is conducted annually in accordance with State law.

Emergency Drills

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law.

Adoption Date: June 11, 2018

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 3301-5-01

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 Management and Safety Plans Handbook

EMERGENCY MANAGEMENT AND SAFETY PLANS (Administrative Rules/Protocols)

The Board directs the Superintendent/designee to prepare and maintain a comprehensive emergency management plan meeting State law requirements. The plan is kept in the central office in a secure location.

Administrative Rules/Protocols

The Superintendent/designee also must develop safety rules/protocols addressing the following areas:

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. Guidance regarding bloodborne pathogen risk reduction.
5. Procedures for administering medications to students.
6. 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 and

- M. personal protective equipment.
7. 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.
 8. 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.)
 9. Protocols on staff and student hand washing.
 10. No-smoking signs.
 11. The District's integrated pest management policy.
 12. Protocols for using automated external defibrillators (AEDs).
 13. Protocols for the management of students with life-threatening allergies.

Revision date: June 11, 2018

EMERGENCY CLOSINGS

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

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.

Adoption date: July 19, 2011
Re-adoption date: September 20, 2012
Re-adoption date: August 14, 2017

LEGAL REFS.: ORC 3313.48; 3313.482

CROSS REFS.: EBC, Emergency Management and Safety Plans
IC/ICA, School Year/School Calendar
ID, School Day

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff 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: July 16, 2012

LEGAL REF.: ORC 117.103
123.341
4113.52

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

CRISIS MANAGEMENT

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

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

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

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

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

[Adoption date: June 24, 2002]

LEGAL REF.: ORC 3313.20

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

BUILDING AND GROUNDS SECURITY

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

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

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

Surveillance Equipment

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

1. Cameras

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

2. Metal Detectors

The administration is authorized to use stationary or mobile metal detectors at its discretion. The Board directs the administration to develop regulations for the use of detectors.

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

[Adoption date: August 10, 2009]

[Re-adoption date: May 13, 2013]

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

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

BUILDINGS AND GROUNDS SECURITY

The District's use of electronic security systems and surveillance equipment will be governed by the following guidelines:

Electronic Security Systems

1. All Troy City school buildings will be equipped with an electronic security system that limits building access during the school day. Staff members needing access to their building will be issued a security card with which to gain access.
2. In the interest of safety, all outside entrances are to be locked after school begins each day and visitors will be directed to enter buildings through the main entrance, where office personnel will permit entry through an electronic lock system.
3. After entering the building, visitors are asked to immediately report to the main office to pick up a visitor's badge. Visitors are not to bypass the office upon entry of school buildings. Parents who wish to discuss their child's progress with his/her teacher are asked to schedule an appointment.
4. Access to buildings outside of regular hours is limited to personnel whose work requires access or to people who have gained prior permission to enter district facilities.

Cameras

1. Surveillance cameras are used only to promote the order, safety and security of students, staff, assets and property.
2. The administration notifies its students and staff that camera surveillance may occur on school property or in school vehicles.
3. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
4. Videotapes of activities in the District are matters of public record and are subject to public records laws.

VANDALISM

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

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

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion.

Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents to perform community service for the District instead of repayment of the damages.

[Adoption date: June 24, 2002]

LEGAL REFS.: ORC 2909.05
3109.09
3313.173
3737.99

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

ENERGY CONSERVATION

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

Periodic building energy audits may take into consideration:

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

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

[Adoption date: June 24, 2002]

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

CROSS REF.: DJC, Bidding Requirements

INTEGRATED PEST MANAGEMENT

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

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

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

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

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

Adoption date: June 9, 2008

Re-adoption date: July 16, 2012

LEGAL REFS.: Public Employment Risk Reduction Act; ORC 4167.01 et seq.
ORC 920.01; 921.06; 921.16; 921.18
OAC 901:5-11-4 and 5-11-15

CROSS REFS.: EB, Safety Program
EBAA, Reporting of Hazards
EBC, Emergency/Safety Plans
GBE, Staff Health and Safety

INTEGRATED PEST MANAGEMENT

(Site Plan)

The District's Integrated Pest Management (IPM) program applies to school personnel involved in developing and implementing IPM activities for non-agricultural uses. Persons responsible for developing and implementing IPM activities shall:

Comprehensive Site Assessment

Conduct a comprehensive site assessment that identifies the:

1. conditions producing or that could produce the pest problem, including pest entry spots;
2. type and extent of pest activity, which may be determined through the use of monitoring devices; and
3. potential impacts of pests of humans, domestic animals and the environment.

Service Plan Determination

Determine, in conjunction with the entity contracted with for pest management services:

1. measures that aid in long term prevention, elimination or control of pests;
2. priorities for pest control and elimination;
3. whether chemical control is necessary to prevent, eliminate or control pests and
4. the most effective measures, application products and methods to control pests while minimizing exposure to humans, domestic animals and the environment.

Ongoing Monitoring and Assessment

Establish with the entity contracted with for pest management services, a strategy, schedule and specific recommendations for ongoing site monitoring and assessment to resolve short and long term control or elimination of pest problems.

Evaluation and Re-assessment

Evaluate the results of implementing the IPM activity in accordance with the time frame agreed upon with the contracted entity for pest management services. The evaluation includes re-assessment of the site and considers whether:

1. correction of conditions was completed and effective;
2. methods used to prevent, control or eliminate pests at the site were effective;
3. risks of exposure to humans, domestic animals and the environment were sufficiently minimized; and
4. other measures, products or methods should be chosen for future pest management and control.

Adoption date: July 16, 2012

INTEGRATED PEST MANAGEMENT

(Bed Bugs)

Public health scientific evidence does not show that bed bugs spread disease. Students should not be excluded from school due to bed bugs. If a suspected bed bug is found on a student or their belongings, the principal and school nurse should treat the matter privately and with dignity.

Maintain Confidentiality

Discretely remove the child from the classroom and inspect the child and his/her belongings.

1. If a bed bug is found on student without prior knowledge of home infestation:
 - (a) Remove bug and place in zip lock bag;
 - (b) Inspect all belongings;
 - (c) Inspect all members of household attending school;
 - (d) DO NOT EXCLUDE STUDENT;
 - (e) Send bug to local health department for identification;
 - (f) Contact parents or guardian and inform them of the bed bug presence on the child.
2. If you have knowledge of home infestation:
 - (a) Inspect student or students each morning (clothes, shoes, book bag). Limit items coming to school or keep non essential items at school overnight;
 - (b) If possible, parents should be asked to dry clothes/shoes in hot dryer for 20 minutes prior to coming to school;
 - (c) Parent should work with landlord or Health Department to rid home environment of infestation.
3. Contact Director of Maintenance for ongoing pest management.
4. Once we have a positive ID from the County Extension office:
 - ❖ The student's personal belongings are kept in the office in a sealed "Ziploc" bag during the school day; student should be clean of bed bugs for two weeks before resuming normal routine;
 - ❖ Either before or after school, when no other students are present, we inspect all classrooms and common areas where the student has been in the building;
 - ❖ We inspect the lockers, student's desk, furniture, rugs, book bindings, etc. for any signs of bed bugs or bed bug fecal matter. If we find any evidence, we will call a pest control company to treat the areas.

Additional Information:

Because most of our facilities have hard surfaces, we have not had any infestation. Any place that there is carpet, rugs, upholstered furniture and hardback books is a prime environment for them. We need to let the teachers and librarians know that the books should not be allowed to travel back and forth to the student's home when we are aware of a home infestation. We have been doing this thus far by the teachers giving the students some old books to keep at home and making copies of the textbook pages that they may need.

Revision date: 8-14-17

MAINTENANCE AND CONTROL OF NONINSTRUCTIONAL MATERIALS

It is our belief that public schools exist for the education of all students who are desirous of improving their knowledge and preparing themselves for a contributory position in today's society. In order for this philosophy to be implemented, we believe that school operation must be orderly and that disruptive situations must be avoided at all times. Therefore, the following regulation:

Circulation of literature is prohibited in the schools or on school premises with the exception of literature which has been approved by the Superintendent/designee.

[Adoption date: June 24, 2002]

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

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

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

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

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

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

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

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgement 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.

Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet, which the District has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The District has the right to monitor, review and/or record any and all network activity traversing the District network. This includes but is not limited to email, websites, files and other forms of electronic communication.

"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 of 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.

Adoption date: June 24, 2002

Re-adoption date: July 18, 2011

Re-adoption date: July 16, 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.O. 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
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 NETWORK AGREEMENT FORM

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

Circle one: student employee

name: _____

school: _____

home address: _____

city, state, zip: _____

home phone: _____

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

Signature: _____ Date: _____

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

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

Signature: _____ Date: _____

COMPUTER/ON-LINE SERVICES Acceptable Use Guidelines

Appropriate Usage of Troy City Schools Computers Includes:

1. performing any school-related assignments;
2. word processing;
3. creating presentations for classes;
4. using e-mail as a communication and/or research tool;
5. utilizing District-owned educational software;
6. using the District web-site for informational purposes;
7. abiding by the Student Code of Conduct and
8. using the Internet for research projects.

Inappropriate Usage of Troy City Schools Computers Includes:

1. engaging in any illegal activity;
2. using or sharing another person's account or trying to gain unauthorized entry into restricted networks;
3. hacking;
4. attempting to vandalize or destroy District equipment or another person's work;
5. using District computers for commercial purposes;
6. disseminating profane, harassing, abusive, obscene, sexually oriented or threatening material;
7. storing personal files on District computers and
8. violating the Code of Student Conduct.

Information, Content and Use of Telecommunications

The user specifically agrees not to submit, publish, display or transmit on or over any electronic telecommunication system available in the District 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, sex, sexual orientation, age, disability, religion, political beliefs or physical appearance. Nor shall the user encourage the use of controlled substances. The user agrees he/she will not utilize the facilities and capabilities of the District telecommunications to conduct any business or activity or solicit the performance of any activity which is prohibited by law.

Since the District provides access to other computer systems around the world, the user (and the parent(s) of the user if he/she is under 18 years of age) specifically understands that faculty, staff and administrators of the District do not have control of the content of information residing on these or other systems. Users and parents of users who are under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. District faculty, staff and administrators do not condone the use of materials in the school environment. Parents of minors using the system should be aware of the existence of such materials and monitor home usage of electronic communications. Users knowingly bringing such material into the school environment will be dealt with according to policies set forth in student handbooks, the Student Code of Conduct and/or this policy statement. Such activities could result in the termination of their telecommunications privileges in the District.

The District does not warrant that the functions of or services offered through electronic telecommunications or that the information or software contained on the various systems will meet the users' requirements. The District does not make any warranties, expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any electronic telecommunications services provided by same and any information or software contained therein.

No user will establish or attempt to establish unauthorized contact with or entry to restricted networks, sites or resources. This includes unauthorized entry into those restricted networks, sites or resources owned or operated by the District.

Third Party Supplied Information

Opinions, advice, services and all other information expressed by users, information providers, service providers or other third party personnel through electronic telecommunications are those of the provider and not of the District. Users are urged to seek professional advice on specific or individual situations.

Users may order services or merchandise from other agencies ("seller") not affiliated with the District. All matters concerning the merchandise and services ordered from other providers, including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance and delivery, are solely between the "seller" and the user. The District and its administrators shall not be a party to such transactions or be liable for any costs or damages arising out of or either directly or indirectly, the actions or inactions of "sellers."

Online Conduct

Any action by a user that is determined by a faculty, staff member or administrator to constitute an inappropriate use of electronic telecommunications or to improperly restrict or inhibit other users from utilizing and enjoying the various systems available through telecommunications is strictly prohibited and will result in termination of the user's modem or Internet privileges. The user specifically agrees not to submit, publish, display or transmit on or over any electronic telecommunication system available in the District 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, sex, sexual orientation, age, disability, religion, political beliefs or physical appearance. Nor shall the user encourage the use of controlled substances. Transmission of material, information or software in violation of local, State or Federal law is prohibited and is breach of the Terms and Conditions. The user is prohibited from attempting to break passwords and/or attempting to cause damage to another person's computer through electronic telecommunications.

The user specifically agrees to indemnify the District and its administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of, any breach of this section (Online Conduct) by the user.

Commercial use of electronic telecommunications are strictly prohibited unless prior written consent from school administrators has been granted.

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

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

Users shall not utilize or alter another person's password, files or directories. Users aiding teachers are restricted to using only the program selected by the teacher. Use of all telecommunications by student users is restricted to school related projects and must be supervised by the teacher or network administrator.

Software Libraries

Only public domain files and files in which the author has given expressed consent for online distribution, may be uploaded to the software libraries of various computer systems by the user. Any other software may not be uploaded to any software library. Any software having the purpose of damaging other computer systems or District computers (e.g. computer viruses) is specifically prohibited.

1. Files stored on school computers are restricted to school-related activities and assignment only. Personal files may not be stored.
2. Users shall not delete a file without authorization or knowingly introduce viruses to the systems at the District.
3. All nonschool software and diskettes must be checked out for viruses and approved for use by District technology staff before being used on any computer and are subject to inspection and approval by school personnel at any time.
4. All software installed on District-owned machines becomes the property of the District.

Copyrighted Material

Copyrighted software programs and other material (data/information) must not be placed on the system without the copyright holder's permission.

Only specifically authorized employees of the District may upload copyrighted software programs and other material (data/information) to any system through the District computers.

Users may download (gain access via the network) copyrighted software programs and other material (data/information) for their own use.

Users may noncommercially redistribute copyrighted software programs and other material (data/information) only with the expressed permission of the copyright holder. Permission must be specified in the document, on the system accessed, or must be obtained directly from the copyright holder.

The user specifically agrees to indemnify the District and its administrators for any losses, costs or damages, including reasonable attorney's fees incurred by the District relating to or arising out of any breach of this section (Copyrighted Material) by the user.

The District's Copyright Policy: Administrative Guidelines (Section 8.12) is incorporated herein by reference.

Public Domain

Any user may upload public domain software programs and other noncopyrighted material (data/information).

Any user may download (gain access via the network) public domain software programs and other noncopyrighted material (data/information) for their own use.

Any user may noncommercially redistribute public domain software programs and other non-copyrighted material (data/information).

The user assumes all risks regarding the determination of whether a program is in the public domain.

The user specifically agrees to indemnify the District and its administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (Public Domain) by the user.

Electronic Mail

Electronic mail (e-mail) services are being provided on school-owned computing and networking systems to the students and staff of the District to enhance communication capabilities, both internally and externally.

Use With Caution

Users should recognize the fact that e-mail is not a confidential means of communication. Unlike a telephone call or the US mail, which are private and whose security is protected by law, unauthorized persons can access e-mail and the information used for improper purposes. Information contained in e-mail should be treated as if people other than the intended recipient will see its content and as such should not contain information that the author would not want shared in a public forum. E-mail confidentiality cannot be guaranteed. Therefore, confidential student information (home address, Social Security number, etc.) should not be included in e-mail messages.

E-mail may be treated as a matter of public record. Just because it has been deleted from a machine does not guarantee that copies do not exist on the network's back-up system, capable of being retrieved by unknown persons. Members of the public can legally request to see copies of e-mail sent by any user in the District. There should be no user expectations of privacy for any information contained in a school computer.

Recipients are able to forward your e-mail without your knowledge or consent and the contents of forwarded messages can be changed from the original.

Improper use of e-mail can be considered a criminal offense. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to any mail transmitted by electronic communications using District owned or operated equipment and infrastructure.

Acceptable Uses of E-Mail:

Acceptable use of e-mail is based on common sense, common decency and civility applied to the electronic communications environment.

Only District students and staff who have received permission under the appropriate school authority are authorized users of the Districts electronic mail systems and resources.

The primary purpose for the use of any District resources for e-mail must be for school business, including, but not limited to communicating with other staff and parents, as well as for academic pursuits. Incidental and occasional use of e-mail may occur when such use does not generate a direct cost to the District and/or does not interfere with the user's educational or employment responsibilities. All personal use is subject to the District acceptable use of e-mail policy and must be used with discretion.

E-mailing parents, guardians and/or students is acceptable when:

1. the parent, guardian, and/or student has requested communication through e-mail or has supplied his/her e-mail address or
2. the parent, guardian and/or student has initiated communication by e-mail or
3. the communication does not contain information about a child which is confidential.

E-mail may be monitored to insure proper usage.

Unacceptable Use of E-Mail:

Unacceptable use includes, but is not limited to:

1. creating business records of the District;
2. using e-mail as a substitute for paper records of the District;
3. using e-mail for any purpose which violates Board policy or Federal or State laws;
4. using e-mail for commercial purposes outside the realm of school activities;
5. misrepresenting your identity or affiliation in e-mail communications;
6. sending patently harassing, intimidating, abusive or offensive material to or about others, including, but not limited to those including racial or sexual slurs.
7. intercepting, copying, disrupting or altering electronic communication packets without the sender's consent.

8. using someone else's identity and/or password for access or otherwise attempting to evade, disable or "crack" password or other security provisions;
9. causing congestion on the network by such things as propagation of "chain letters;" "broadcasting" inappropriate messages to lists or individuals; sending jokes, cartoons, or attachments not related to one's job; or excessive use of shared data store such as an electronic mail post office;
10. reproducing or distributing copyrighted materials without appropriate authorization;
11. interfering with or disrupting the work of another, such as through the propagation of computer worms or viruses and/or unauthorized entry to computing and networking resources or facilities;
12. seeking out, using or disclosing confidential information and
13. academic dishonesty and/or plagiarism.

Consequences of Improper Use of E-Mail

Improper use of e-mail services may result in loss of e-mail privileges, disciplinary action and/or criminal charges, depending on the severity of the infraction.

The user specifically agrees to indemnify the District and its administrators for any losses, costs or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (Electronic Mail) by the user.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem with any of the hardware or services owned or operated by the District, he/she must notify a faculty, staff member or administrator. This is an ethical obligation.

Attempts to log-in to the Internet, commercial online services, or electronic bulletin boards using another user's account or as a system operator or administrator will result in termination of the offending user's electronic telecommunication privileges in the District.

Any user identified as a security risk or having a history of problems with other computer systems may be denied telecommunication privileges on any of the hardware or services owned or operated by the District.

Vandalism

Vandalism will result in cancellation of privileges and other discipline as outlined in policies set forth in student handbooks, the Student Code of Conduct and/or this policy statement. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the agencies or other networks that are connected to the District system. This applies to all hardware, software and services owned or operated by the District. This definition also applies to electronic bulletin boards and commercial online services. Vandalism includes, but is not limited, to the uploading or creation of computer viruses.

The District reserves the right, as its sole discretion, to suspend or terminate a user's access to and use of electronic telecommunications upon any breach of the Terms and Conditions by a user. Prior to a suspension or termination of computer privileges or as soon after as is practicable, a faculty member, staff member or administrator will inform the user Acceptable Use Policy – Electronic Telecommunication Services of the suspected breach and give the user a change to present an explanation. The user, if a student, may request a review hearing.

Penalties

These penalties will be levied against any user abusing the equipment, programs, services or conditions of use as outlined in this policy which governs the use of the District computer systems.

Any penalty for minor infractions may be applied as determined by the District administration. For example:

First Offense:	1 week loss of computer privileges.*
Second Offense:	3 weeks loss of computer privileges.*
Third Offense:	Loss of computer privileges for remainder of the current school year. Privileges may be restored at the beginning of the next school year, but the first violation would then be counted as a third offense.*

(* The user is responsible for any costs for repairs to equipment resulting from misuse, vandalism or carelessness. This means time and materials costs.)

1. Notification to parents will be made at any level of penalty if the user is a student.
2. The Student Code of Conduct applies above and beyond the above-mentioned penalties.
3. A serious violation of the Terms and Conditions may result in immediate suspension of all privileges. The user will bypass all other steps on the penalty chart and be denied his/her privileges until such time as the infraction is investigated by the District and a determination is made as to the seriousness of the offense and the circumstances surrounding it.
4. Student users receiving the loss of privileges will have their passwords changed during the penalty period. Teachers may request reinstatement of lost privileges for a student user only for the purpose of completion of required assignments. A student user reinstated under this provision must be supervised at all times.

Updated: August 2011
Re-adoption: September 8, 2014

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 technology plan of the Troy City Schools. With the explosion 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 start a pilot program in which students may 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 for the high school and middle school. These may be used at the discretion of the building principal.

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: July 16, 2012

LEGAL REFS.: ORC 3313.20; 3313.753

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
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 “student” wireless Internet access provided by the District. The wireless Internet access is filtered so that students cannot access inappropriate materials during the school day or on school property. Internet connections from outside sources allowing for 3G or 4G access are not permitted on school grounds in order to ensure a safe, filtered access to the Internet. When granting Internet access to students on school grounds, the District must abide by the Children’s Internet Protection Act.
2. Students must not create/publish/submit/transmit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal and should report any instances 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 your 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.
8. Students must never use their personal electronic device to access, modify, download, or install computer programs, files, or information belonging to others.
9. Students using personal electronic devices will not be given access to school district printers, copies 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.
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 and/or Acceptable Use Policy.

Adoption Date: July 16, 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 the transportation schedule serves the best interests of all students and the District. The Board provides transportation as required by State law.

In addition to that required by law, the Board may provide transportation to all elementary and secondary school students to the extent determined by the administration and approved by the Board. All regulations governing student transportation are in accordance with the Ohio School Bus Operation Regulations issued by the Ohio Department of Education, the Ohio State Highway Patrol and the Ohio Department of Public Safety and as required by State law.

The District will transport as many students as practical on school buses that meet all the state requirements for pupil transportation. In some cases, students may be transported by other means as defined by State law.

Fees may not be charged to students for routine transportation or for non-routine transportation for educational field trips provided during the school day.

The Board annually approves designated bus stops and time schedules as presented by the Superintendent/designee, and grants authority to the transportation supervisor/designee to adjust stops during the school year.

The transportation program is under the direction of the transportation supervisor who is responsible to the Superintendent. The Board directs the Superintendent/designee to develop District-level policies and procedures for the safe and efficient operation of student transportation services.

Transportation to Community, STEM, STEAM and Private Schools

The District will provide transportation for eligible students who attend community, STEM, STEAM, and private schools in compliance with State law when practical.

When transportation for any student is not practical by any means approved by State law, the Board may resolve to declare transportation impractical and offer the student payment in lieu of transportation.

Adoption date: December 11, 2017

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

ELIGIBILITY ZONES FOR PUPIL TRANSPORTATION

The Board provides transportation for resident elementary students in grades kindergarten through 8, who live more than one mile from school, and for all students with physical or mental disabilities that make walking impossible or unsafe.

The administration designates and the Board approves areas of residence from which students are provided transportation to schools. The Board may create exceptions to the established eligibility zones.

Resident students attending a joint vocational school are provided with transportation to the program from the high school they are assigned to.

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

Adoption date: June 24, 2002
Re-adoption date: July 1, 2015
Re-adoption date: August 8, 2016

LEGAL REFS.: ORC 3327.01; 3327.011
OAC 3301-51-10

CROSS REF.: EEA, Student Transportation Services

WALKERS AND RIDERS

All students who reside approximately one mile or more from the building attended may be eligible for transportation according to the District boundary lines as established by the Board.

Bus routes and stops will be established on a year-to-year basis and will be published prior to the beginning of school each year. Bus stops, as a rule, will be at corners (wherever possible) to facilitate a more efficient bus transportation service.

Parents are responsible for the safety of students while going to and from pick-up points and for students meeting the bus on schedule. Students shall arrive at the bus stop 10 minutes prior to their scheduled pick up time and should be waiting for the bus.

Parents will be responsible for any damages to a bus by their children.

Troy Schools will not pick up or deliver students to places of business.

Students must observe bus conduct and obey the driver promptly and respectfully. Absolute quiet must be maintained at railroad crossings.

Students, once on the bus, must remain seated keeping the aisles and exits clear. Students must not play radios, throw or pass objects on, from or into the bus. Students must not put any part of their body out of the bus windows.

Students may carry on to the bus only objects which can be held in their laps. Students may not bring any materials considered hazardous onto the bus. This also includes animals/pets/glass items. Students may not use or have alcohol, tobacco or drugs in their possession on the bus, except for prescription medication as required. There will be no eating or drinking on the bus except as required for medical reasons.

Students must ride on their assigned buses to and from school and will be picked up and delivered only at their assigned designated stops. Written permission from the parent/guardian must precede any variance of transportation to and from the original designated stop. Requests for changes in transportation both to and from the assigned stop will require a one-week advance written notice and are to be made to the principal/director of transportation. Parents will assume responsibility of the child when such a request is made and granted.

The school cannot help solve temporary scheduling problems by changing assigned buses or designated stops. Daily requests for changes are very difficult to process and any error can result in a child arriving somewhere he/she is not expected. We appreciate your cooperation and understanding.

Your child should know what to do in case he/she arrives home and there is no one there. It is extremely important that your child has a plan in case of this emergency.

Kindergarten Students

1. AM Kindergartners will be assigned to a group stop for the AM pick and will be assigned to a home stop (where possible) for delivery at noon.
2. PM Kindergartners will be assigned to a home stop (where possible) for pick up at noon and will be assigned to a group stop for delivery after school.
3. AM/PM busing zones will be established for each school year. Parents will be notified before the beginning of school regarding placement of their child. Requests for AM or PM kindergarten will be considered, but the transportation director will make the final decision. If a student is in an AM bussing zone and the parent requests that the child attend afternoon kindergarten, then the parent will be responsible for transporting the student and vice versa. This will also apply to babysitter changes/address changes after the routes are established. The transportation center will accommodate when possible, but the established routes will take precedence.

Babysitter/open enrollment/shared parenting requests

Babysitter transportation requests will be accepted for grades K-6 and preschool only. Shared parenting requests will be accepted for all grades.

The following bus regulations apply to stops at babysitters, other family members, friends and/or preschool programs.

1. Transportation to babysitters/alternate addresses will be provided, on a space availability basis, if the babysitter/alternate address is in the same school attendance zone as the student and if the stop is made on a daily basis. Alternating day sitter stops cannot be honored due to the potential for error that such a situation creates. Thus, daily pick up and/or drop off at the babysitter/alternate address must be requested.
2. Requests for babysitter pick up or delivery must be made to the transportation center, on the Request for Transportation form prior to the change. A new form must be filled out for each school year, regardless of whether the student went to that address the prior year. If there is no form on file, the student will be picked up or delivered to their resident address. PLEASE NOTE: You may have one address for the AM route and a different address for the PM route, but only one address will be accepted for each.
3. The transportation center requires a one-week notice, in writing, for any babysitter/stop changes throughout the school year. Babysitter stops will remain in effect until the requested change is made in writing.
4. Daily phone calls will not be accepted, except in emergency situations, to make a student transportation change.

(Approval date: June 24, 2002)

SCHOOL BUS SAFETY PROGRAM

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

1. The transportation program meets all state requirements regarding the approval of bus drivers, standards for buses and safe speeds.
2. Drivers of Board owned, leased, contracted, or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.
3. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup. Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop. Students in grade nine through 12, if offered transportation, may have to walk farther to a designated pickup point.
4. Emergency evacuation drills, supervised by someone other than the bus driver, are conducted annually to thoroughly acquaint student riders with procedures in emergency conditions.
5. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
6. Students in kindergarten through third grade are given instruction on school bus safety and behavior within the first two weeks of the school year. Regularly transported students in grade four through 12 are instructed in safety procedures in accordance with State law.
7. Passengers participating in non-routine use of school buses will receive safety instructions at the beginning of the bus trip.

Adoption date: August 10, 2009

Re-adoption date: July 1, 2015

Re-adoption date: August 8, 2016

LEGAL REFS.: ORC 3327.09; 3327.10
4511.75; 4511.76; 4511.761; 4511.762 through 4511.78
OAC 3301-51-10
3301-83

CROSS REF.: EB, Safety Program
EEA, Student Transportation Services
EEAD, Non-Routine Use of School Buses
QBQ, Criminal Records Check
IICA, Field Trips

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

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

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

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

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

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

Adoption date: August 10, 2009

Re-adoption date: August 8, 2016

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 DISTRICT MANAGED TRANSPORTATION

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

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 and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (accept as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student; and
13. carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

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

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

Adoption date: August 8, 2016

RECORDING DEVICES ON TRANSPORTATION VEHICLES

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

The recording devices monitor student behavior and the recordings are hereby stipulated as admissible evidence in student disciplinary proceedings. The recordings 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 recording devices in accordance with the provisions of law and this policy.

Adoption date: June 24, 2002
Re-adoption date: August 8, 2016

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

CROSS REFS.: EEAC, School Bus Safety Program
EEACC, Student Conduct on District Managed Transportation (Also JFCC)
JO, Student Records

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

1. Video cameras may be used on school transportation vehicles to promote the order, safety, and security of students, staff, assets and property.
2. Students and staff will be notified that video cameras may be used in school transportation vehicles.
3. The video camera on a school bus should be used only as an aid to monitor student and driver behavior. It should not replace the discipline policy, the authority of the driver, or the responsibility of the school officials.
4. Appropriate school district personnel or law enforcement authorities may view videotapes and videotapes may be used as evidence in disciplinary matters.
5. Parents/Guardians who wish to view a videotape recorded on a school transportation vehicle must submit their request in writing to the Superintendent or his designee. They will be permitted to view the videotape with a district representative present.
6. The District maintains the sole ownership, possession, or discretion of the video equipment and recordings contained therein, which will be used for District use only.

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

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

Adoption date: August 8, 2016

LEGAL REFS.: 49 USC 31136; 31301 et seq.
49 CFR, Subtitle A, Part 40
ORC 4506.15; 4506.16
OAC 3301-83-07

CROSS REFS.: EB, Safety Program
GBCB, Staff Conduct
GBE, Staff Health and Safety
GBP, Drug-Free Workplace
GBQ, Criminal Records Check
Staff Handbooks

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

School bus drivers and others required to hold a commercial driver's license (CDL) are subject to a drug and alcohol testing program that fulfills the requirements of federal regulations.

These regulations reflect several requirements of the federal drug testing regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing. District personnel must adhere to the detailed provisions of federal regulations in administering the District's drug and alcohol program. Districts must also adhere to State laws pertaining to drug and alcohol testing for drivers required to hold a CDL.

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning. Testing includes the Department of Transportation's current drug testing requirements.

Pre-Employment Tests

Prior to the first time a driver performs safety-sensitive functions for the District, a controlled substances test is administered.

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

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

Post-Accident Tests

Prior to a driver operating a school bus, the District will provide the driver with necessary post-accident information, procedures and instructions, so that the driver will be able to comply with these requirements.

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

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

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

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

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

The Board reserves the right to require any driver involved in an accident while on duty to undergo alcohol and controlled substance testing.

Random Tests

Alcohol and controlled substance tests are conducted on a random basis at unannounced times throughout the year. Random tests are conducted just before, during or just after the performance of safety-sensitive functions. Once notified of selection for drug testing, a driver must proceed immediately to a collection site to provide a urine specimen.

Drivers are selected by a scientifically valid random process, and each driver has an equal chance of being tested each time selections are made. All drivers, whether full-time or substitute, and other individuals who are certified to operate school buses and may be called upon to do so, will be included in the random pool. Individuals who are selected for a random test but who are not operating a school bus at the time of the selection will be passed over, and an alternate driver will be tested under the random draw. The number of bus drivers selected for random testing is in accordance with federal regulations.

Reasonable Suspicion Tests

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

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

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

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

In accordance with federal regulations, third party information may not be the only determining factor used to conduct reasonable suspicion testing.

Return-to-Duty Tests

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

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

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

Follow-Up Tests

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

Records

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

Notifications

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

1. the person designated by the Board to answer driver questions about the materials;
2. categories of drivers who are subject to the drug and alcohol testing requirements;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required;
4. specific information concerning driver conduct that is prohibited;
5. circumstances under which a driver is tested for drugs and/or alcohol;
6. procedures that are used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. consequences for drivers found to have violated the drug and alcohol prohibitions, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 and

11. information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem; and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

Drivers inform their supervisors if at any time they are using a controlled substance that their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician is familiar with the driver's medical history and has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle. The District may require additional written notification from the prescribing physician.

Enforcement

Any driver who refuses to submit to post-accident, random, reasonable-suspicion or follow-up tests is not allowed to perform or continue to perform safety-sensitive functions, and is ineligible to operate a school bus in the state. The Ohio Department of Education will be notified of the refusal to test.

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

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

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

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

In accordance with State law a driver may not operate a school bus when a drug or alcohol test indicates any measurable or detectable amount of a controlled substance.

Revision date: June 11, 2018

SCHOOL BUS IDLING

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

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

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

Adoption date: July 17, 2006

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

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

SCHOOL BUS IDLING PROCEDURE TROY CITY SCHOOLS

The contribution of engine exhaust emissions to the air quality and associated health impact of people, particularly children in the Troy area, is an issue that the Board of Education recognizes and is one we **CAN** do something about.

Applicability	This policy applies to the operation of every district-owned school bus and service vehicles.
Rationale	Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk, both to children and drivers. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.
Purpose	Eliminate all unnecessary idling by Troy school buses such that idling time is minimized in all aspects of school bus operation.
Guidance	<ol style="list-style-type: none"> 1) When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as: <ol style="list-style-type: none"> A. extreme weather conditions B. idling in traffic 2) At school bus compound, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather. 3) Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds. 4) In colder weather, all Troy City school buildings will provide a space inside the school where bus drivers who arrive early can wait. 5) In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down. 6) The Troy City Schools service vehicles shall turn off the engines while making deliveries to school buildings. 7) Upon return to the bus compound, the bus may be idled only long enough for the driver to complete the post-trip inside bus inspection that is required to discover the presence of any remaining children or lost articles. Buses shall not idle for more than 3-5 minutes during layover periods. 8) All drivers shall receive a copy of this bulletin at the beginning of every school year.

Revision date: July 17, 2006

Revision date: September 8, 2014

NON-ROUTINE USE OF SCHOOL BUSES

Buses owned by the District are used primarily for the purpose of transporting students to and from school and for school-approved activities.

“Non-routine student transportation” is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school. School buses may be used for non-routine trips only when approved by the Board and the trips do not interfere with routine transportation services.

All non-routine transportation will be conducted in compliance with State law. The Superintendent/designee will issue a trip permit that meets the requirements of the Ohio Administrative Code for any non-routine student transportation.

Buses are available to all classes, groups or organizations within the schools in accordance with the following.

1. The use of District-owned buses is scheduled through the transportation office.
2. Fees charged to groups for the use of the buses are established and made part of the District regulations.
3. The drivers of the buses must meet all federal, state, and District requirements for school bus drivers, and be registered with the Ohio Department of Education as a qualified bus driver.
4. The drivers of the buses ensure that the buses are not overloaded, emergency exits are not blocked, and that students conduct themselves in a safe and orderly manner while in the buses and that the buses are operated in a safe and lawful manner.
5. The drivers of the buses are responsible for reporting in writing to the transportation office the condition of buses, particularly any need for repair or servicing.

Adoption date: June 24, 2002

Re-adoption date: November 18, 2013

Re-adoption date: August 8, 2016

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 Records Check
 IICA, Field Trips

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus transportation is provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If an emergency arises, transportation by private vehicles is permitted only in extenuating circumstances and if previously approved by the appropriate administrator. The driver must present evidence that the vehicle and the driver are covered for liability, medical payments, physical damage and uninsured motorist liability.

If it is necessary to use private vehicles on a routine basis, evidence must be presented to the appropriate administrator that the vehicle, driver and purpose meet the requirements in Ohio Administrative Code for transportation in vehicles other than school buses, and that the driver is listed as a certified van driver by the Ohio Department of Education. The Board may procure accident insurance covering all pupils and other authorized passengers transported under the authority of the Board. This excess insurance provides compensation for injury or death to any student or authorized passenger caused by any accident arising out of or in connection with the operation of a private vehicle transporting students and other authorized passengers. The amounts and terms must be agreed upon by the Board and the insurance company.

Adoption date: August 8, 2016

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09
 OAC 3301-83-19

SCHOOL-OWNED VEHICLES

School Transportation is provided for all officially approved transportation requests. Only authorized personnel are permitted to use school vehicles and must comply with the following:

1. All drivers shall hold a current and appropriate Ohio Drivers License.
2. All laws of the State Vehicle Code shall be adhered to during operation of the vehicle.
3. The assignment of school-owned vehicles must be defined in the employee's job description and/or permission granted by the Superintendent or his/her designee.
4. Employees shall not use the vehicle for personal business at any time. Should an accident occur at a time when the vehicle is being used for personal business, the employee would be responsible for both bodily injury and property damages.
5. All employees driving school vehicles will park them on school property. Those employees on 24-hour call will park their vehicles at the bus compound only when on vacation or absent for an extended time period. Any other exceptions to this procedure must have administrative approval.
6. School employees shall operate Board vehicles in a safe, efficient and prudent manner. Vehicles operated by school employees shall be parked in secure areas and locked when unattended.
7. All above rules also apply for occasional operation of school-owned vehicles by professional and support employees.
8. School employees shall not use a cell phone while operating a school vehicle.

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

[Adoption date: July 17, 2006]

LEGAL REFS: ORC 121.07
 125.832
 4513.263; 4513.264

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

CONTRACT REFS.: Teacher's Negotiated Agreement
 Support Staff 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 annually all drivers' driving records 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 hitchhickers and
3. operating vehicles, without an ear piece, while talking on the cellular telephone.

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: June 9, 2008)

TROY CITY SCHOOLS

STAFF USE OF CELLULAR TELEPHONES

Effective March 1, 2015 the District does not maintain individual cell phone accounts and equipment for employees. In lieu of maintaining accounts and equipment, the Board will provide a cell phone allowance of one hundred dollars (\$100) per month for any employee the Superintendent designates as having a compelling need to have a cell phone available for emergency school-related purposes.

Any District employee receiving a cell phone allowance will be required to register their phone account number, by providing a copy of their agreement, with the Treasurer within thirty (30) days of the commencement of the allowance. Failure to register the cell phone account number within this time period or to maintain the account in active status will cause the allowance to be suspended.

District employees receiving a cell phone allowance will be personally responsible for all costs related to the cell phone plan they choose, even if those costs exceed the amount of the allowance. Because the cell phone account is the property of the employee, it is understood that the phone will be used for both school-related and personal calls. The cell phone allowance is paid to the employee on a semi-annual basis. The employee will receive six (6) months allowance in December and six (6) months allowance in June of each year under contract with Troy City Schools.

USE OF A PERSONAL CELLULAR TELEPHONE WHILE AT WORK

Personal calls during work hours can interfere with employee productivity and be distracting to others, regardless of whether on a cellular or regular telephone. Employees are expected to use discretion in using personal cellular telephones while at work. Employees are asked to make personal calls during breaks and lunch period and to see that friends and family members are aware of the Board's policy.

Violation of this policy may constitute just cause for disciplinary action up to and including termination.

Adoption date: February 9, 2015

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 qualifying schools through participation in the National Child Nutrition Programs.

The food service staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the 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 Service 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 students of at least one-half of the children enrolled have requested that the breakfast program be established;
3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards and
5. the management of food services shall comply with all federal, state, and local regulations 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 when 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, 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: July 19, 2010
Re-adoption date: August 14, 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 Section 1751 et seq.
Child Nutrition Act; 42 USC Section 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
EEF, Food Sale Standards
EFG, Student Wellness Program
EFH, Food Allergies
JHCD, Administering Medicines to Students
JN, Student Fees, Fines and Charges

FOOD SERVICES MANAGEMENT

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.

Families will have access to the meal charge administrative procedure via the Troy City Schools website: <http://www.troy.k12.oh.us/administrativeDepartment.aspx?aid=17>

Local Charge Administrative Procedure Considerations

General

No charges are allowed at Troy City Schools for school lunches.

The student will be given an alternate meal anytime they do not have money, or enough money, on their account to pay for their meal. Students who are unable to pay for their meal at the time of the meal service will receive an alternate meal that will meet all of the food components of a reimbursable meal.

Alternate meals

Alternate meals will be provided for the duration until the child has enough money in their account to pay for the desired meal or pays for their meal with cash.

The alternate meal will include the following:

Breakfast: cereal, fruit, and milk

Lunch: peanut butter or cheese sandwich, fruit, vegetable, and milk

Household Notification

Students who receive an alternate meal will have a form filled out on their behalf documenting the lack of funds. That form will then be sent to the school office, at which point school personnel will contact the parents/guardians to notify them of the situation.

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting the Troy City Schools Food Service office at: 937-332-6041.

Revision: August 14, 2017

FOOD SALE STANDARDS

Through its food service program, the Board encourages students to form healthy eating habits by governing the types of food and beverages sold in the schools and the time and place at which each type of food and beverage is sold. These standards are based on the following guidelines.

1. The types of food and beverages sold in the schools are determined by their potential to contribute significantly to the:
 - A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture (USDA);
 - B. provisions of the District's student wellness program and
 - C. nutritional guidelines established by State law.
2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:
 - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and
 - B. specifying the time and place each type of food or beverage may be sold.
3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:
 - A. Foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations may not be sold during the school day. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.
 - B. Bake sales and other school fundraising activities involving food and beverage items may not be held during the school day.

4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.

Separate standards may be established for the types of food and beverages to be sold to staff members and for events and activities held outside the school day.

Compliance with nutritional standards is reported to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Adoption date: December 10, 2018

LEGAL REFS.: ORC 3301.68
 3313.814; 3313.816; 3313.817
 OAC 3301-91-09

CROSS REFS.: EF, Food Services Management
 EFG, Student Wellness Program
 IGDF, Student Fundraising Activities

STUDENT WELLNESS PROGRAM

The Board directs the Superintendent/designee to develop and maintain a student wellness plan in compliance with Federal law.

The student wellness plan:

1. includes goals for nutrition promotion and education, physical activity and other school-based activities designed to promote student wellness that are developed with consideration of evidence-based strategies and techniques;
2. includes nutrition guidelines for all foods provided, but not sold to students in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for all food and beverages sold during the school day are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture (USDA) and that marketing of foods and beverages on the school campus during the school day is prohibited for foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness plan must be a collaborative effort between parents, students, food service workers, physical education teachers, school health professionals, administrators, the Board and the public.

The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.

The District reports compliance with the establishment of a wellness committee to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Adoption date: December 10, 2018

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 3301.68
 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
 KJ, Advertising in the Schools

TROY CITY SCHOOLS WELLNESS POLICY

The Troy City Schools Board of Education recognizes that health and success in school are interrelated. A healthy child has a greater capacity for learning and improved school attendance. In order to assist students and staff in the development of lifelong wellness practices, the Board is committed to accomplishing these goals through education, food service and school-based activities using an evaluative system for implementation and measurement.

I. EDUCATION

GOAL: Students and staff will increase their understanding of the health/wellness benefits of good nutrition and physical activity.

Education Will Include:

- ▶ Nutrition instruction in the Health Curriculum so students are provided the knowledge and skills necessary to lead healthy lives.
- ▶ Cross-curricular integration of healthy life choices instruction in other subject areas when appropriate.
- ▶ Collaboration with the district food service staff to extend nutrition knowledge beyond the classroom.
- ▶ The use of the National Physical Education Standards as a guideline for physical education instruction until state standards are adopted.
- ▶ Partnerships with community organizations and agencies to assist students and parents in accessing activities promoting health education and physical activities; i.e. REC Center, YMCA.

II. SCHOOL BASED ACTIVITIES

GOAL: Troy City Schools will create an environment that encourages students and staff to make health-enhancing choices.

Schools Will:

- ▶ Encourage healthy food choices for school-based activities such as rewards, celebrations, concessions, fundraisers meetings and pre/post athletic game meals and snacks.
- ▶ Communicate healthy food choices through menus, newsletters and announcements and will not permit advertising promoting less nutritious choices.
- ▶ Provide a safe, clean and desirable dining atmosphere.
- ▶ Provide adequate opportunity to be physically active at school in ways other than Physical Education classes.
- ▶ Not use physical activity or withhold opportunities for physical activity as punishment.

III. FOOD SERVICE

GOAL: Food Service professionals will administer the school meals program in compliance with state and federal laws, regulations and guidelines providing nutritious, affordable and appealing foods.

Food Services Will:

- ▶ Implement federal breakfast programs at all qualifying schools.
- ▶ Communicate healthy food choices and will not permit advertising promoting less nutritious choices.
- ▶ Provide suggestions to teachers, principals, coaches and parent groups encouraging healthy food choices for school-based activities such as rewards, celebrations, concessions, fundraisers, meetings and pre/post athletic game meals and snacks.
- ▶ Not permit food and beverage vending machines to be accessible to elementary and Jr. High students during the school day.
- ▶ Protect the identity and prevent the overt identification of students eligible for free and reduced meals making every effort possible to eliminate any associated social stigma.

IV. IMPLEMENTATION AND EVALUATION

GOAL: Troy City Schools will establish a District Wellness Council to monitor the implementation of the District Wellness Policy.

The District Wellness Council Will:

- ▶ Consist of teachers, food service staff, nurse/s, parent/s, student/s and administration and will meet a minimum of twice a year.
- ▶ Monitor & review the implementation and effectiveness of activities promoting wellness through surveys, checklists and/or on-site building visits.
- ▶ Analyze reports from the Food Services Director resulting from required yearly on-site evaluations.
- ▶ Suggest, as needed, revisions to the District Wellness Policy.

Revision date: August 14, 2017

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: July 19, 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

NOTE: House Bill (HB) 1 (2009) requires all school districts, community schools and STEM schools to establish a written policy with respect to protecting students with peanut or other food allergies. In developing the policy, districts must consult with parents, school nurses and other school employees, school volunteers, students and community members.

COPYRIGHT

The Copyright Law (P.O. 94-553) exists to protect the creative rights of individuals. The law limits what you may copy, for what purposes you may copy, and under what conditions you may copy a copyrighted work. Copyright, a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship” including literary, dramatic, musical, artistic, and certain other intellectual work, is available to both published and unpublished works. Authors and producers have specific rights under the law that cannot be denied, and yet, the law was designed to enable educators and students to have access to information and to reproduce copyrighted materials under clearly defined limitations for educational purposes.

While the Troy Schools encourage staff members to enrich the learning programs by making proper use of supplementary material, it is the responsibility of the Troy Schools’ personnel to abide by the District’s copyright guidelines and obey the requirements of the law. Under no circumstances shall it be necessary for employees of the Troy Schools to violate copyright requirements in order to perform their duties properly. Therefore, the Troy Schools cannot be responsible for any violations of the copyright law by its employees.

The Troy Board of Education recognizes the importance of the Copyright Law of the United States (Title 17, United States Code) and hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Troy Board of Education paying any judgment rendered against the employee and paying any attorney’s fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the Troy Board of Education for any damages which the Board is liable to pay.

Inquiries about monitoring procedures or the implications of copyright on specific types of media should be referred to the administrative guidelines that have been developed to assist in the implementation of this policy.

[Adoption date: June 24, 2002]

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

COPYRIGHT

Print Materials

What you may do:

1. Single copies of the following may be made by employees:
 - A. A chapter from a book
 - B. An article from a periodical or newspaper
 - C. A short story, short essay or a short poem
 - D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper
2. Multiple copies may be made for classroom use if they meet the following criteria:
 - A. Must include this notice of copyright: **THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.**
 - B. Must be no more than nine instances of multiple copying per nine-week grading period.
 - C. Must meet the tests for brevity, spontaneity and cumulative effect.
3. Poetry: Less than 250 words printed on not more than two pages or an excerpt from a longer poem of not more than 250 words.
4. Prose: A complete article, story or essay of fewer than 2500 words or an excerpt from any prose work of not more than 1,000 words or 10% of the work (whichever is less) BUT a minimum of 500 words.
5. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue.
6. Special works: Certain works in prose, poetry or “poetic prose” which combine language with illustrations and are intended for children and/or more general audiences and are fewer than 2500 words. Such works may not be reproduced in their entirety.

What you may not do:

1. You may NOT copy to create, replace or substitute for anthologies, compilations or collective works.

2. You may NOT copy from any consumable works such as test or workbooks.
3. You may NOT copy to substitute for the purchase of books, reprints or periodicals.
4. You may NOT repeat the same item from one nine-week grading period to another.
5. Illegal copying may NOT be directed by a higher authority.
6. No charges shall exceed the actual cost of the copies.

Music

What you may do:

1. Printed copies of music which have been purchased may be edited or simplified if the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.
2. Emergency copying to replace purchased copies not available for an imminent performance may be done if replacement copies are purchased for future rehearsals or productions.
3. Generally, performances in the course of face-to-face teaching or religious services at a place of worship are exempt where there is no direct or individual commercial advantages, and no performer, promoter or organization is paid.
4. An employee may make a single copy of a song, movement or short section from a printed musical work that is unavailable except in a larger work for purposes of preparing for instruction.
5. An employee may make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided, however, that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement or song.
6. An employee may make and retain a single recording of student performances of copyrighted musical works for use as aural exercises or examination questions.

What you may not do:

1. Using music albums or cassettes professionally produced as part of a program to make money is not allowable. Royalties must be paid.
2. Music considered consumable may not be copied.

Videotaped Materials

What you may do:

1. Off-air videotaping of copyrighted instructional or educational television is permissible within prescribed guidelines.
2. Off-air recording simultaneously with broadcast time is permissible. Recording can be retained by the nonprofit educational institution for a period not to exceed 45 days after the date of recording. However, the recording can be used only once per class by individual employees, and repeated only once per class for reinforcement during the first 10 consecutive school days in the 45-day period. After the 10 consecutive school days, off-air recordings may be used up to the end of the 45-day period only for employee evaluation purposes.
3. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
4. Off-air recordings may be made only at the request of and used by individual employees, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same employee, regardless of the number of times the program may be broadcast.
5. Programs taped from broadcast television advertised by sponsors as copyable (ex: special Exxon-sponsored National Geographic programs) may be retained by the library/media center and/or employee if a copy of the advertising literature is kept on file.
6. The use of videotapes that are rented or purchased from consumer video distributors/video rental stores or borrowed from the public library are allowed providing the following conditions are met:
 - A. The performance is part of a systematic course of instruction and not for reward, entertainment, recreation, cultural value or fund raising.
 - B. Attendance at performances is limited to the pupils enrolled in the course and their teacher(s).
 - C. The performance is given in a classroom or similar place devoted to instruction, including libraries and gymnasiums, so long as the attendance limitations is satisfied.
 - D. The performance is given from a legitimately made copy, which was not sold under a license or contract restricting school performances.

7. Videotaped materials/16 mm films obtained from sources other than consumer video distributors/video rental stores or from the public library should also be related to the subject matter taught and to the course of study.
8. Personal equipment of an employee or student may only be used with prior administrative approval. Any theft or damage occurring to personal equipment will be the responsibility of the employee and/or owner.

What you may not do:

1. Materials may not be rented or purchased from consumer video distributors/video rental stores or borrowed from the public library for the purpose of reward, entertainment, recreation, cultural value or fund raising.
2. Programs may not be recorded from pay channels (HBO, Showtime, MTV, Disney Channel, etc.) for school use without the written permission of the holder of the copyright.
3. It is not permissible to systematically make off-air videotapes for use in later years.
4. Students are not to be charged to view a videotape or 16 mm film unless the rental or purchase agreement specifically states that the school is allowed to charge a viewing/admission fee. Charging students to view a tape rented and/or purchased from consumer video distributors/video rental stores or borrowed from the public library is prohibited.

Audiovisual And Computer Software

Piracy or softlifting is the illegal duplication of computer or audiovisual software by an organization or individual. All copyright laws and license agreements between the vendor and Troy City Schools shall be observed.

What you may do:

1. One copy may be made for safety back-up purposes, or archival purposes only.
2. Employees shall check out selected software titles for review purposes only. Software shall be installed only on a single piece of equipment that is owned/operated by the District. The employee is responsible for completely uninstalling software before returning it to the library or technology staff.
3. A list of circulating software titles is maintained in each school. Employees shall contact building technology and/or media center staff to check out these titles.
4. A school district may attempt to make special arrangements with a software company for reduced costs for multiple copies or multiple use license.

5. An employee may create a series of slides from multiple sources, such as magazines, books, encyclopedias, etc., as long as a slide set does not exceed 10% of the photographs in any one source, unless the source specifically prohibits any photographic reproduction.
6. An employee may create a single overhead transparency from a single page of a consumable workbook.
7. An employee may create multiple overhead transparencies from a variety of sources, not exceeding 10% of the total content of any one source, unless this type of reproduction is specifically prohibited.
8. An employee may excerpt sections from a filmstrip to create slides as long as a slide set does not exceed 10% of the entire work or excerpt the very creative essence of the work.

What you may not do:

1. No individual or educational institution can make multiple duplications of software without permission of the copyright holder.
2. Educational institutions cannot make multiple copies of software adaptations to meet local needs and distribute these throughout the system.
3. Money paid for a software product represents a license fee for the use of that one copy. It does not represent authorization to copy.
4. Educational institutions or individuals may not make multiple copies of cassette tapes using either the high speed tape duplicator or the patch cord method.
5. Educational institutions or individuals may not convert one media format to another, i.e., 16 mm to videotape or records to cassette tapes.
6. Educational institutions or individuals may not reproduce ditto masters produced commercially, individually or sets or as part of multimedia kits if they are for sale separately.
7. Staff members shall take reasonable precautions to prevent copying software or using unauthorized copies on school equipment. Staff members shall also avoid using single copy software or CD-ROM products across the network with multiple users unless such use is permitted by the applicable license agreement.

8. All software owned by the Troy City Schools is licensed to a specific piece of equipment. Staff members shall coordinate with the Department of Instructional Technology before installing or using the software on any other machine. Staff members must uninstall the software completely from the original piece of equipment before installing it elsewhere. Staff members must verify under the licensing agreement that it is legal to move the software before moving it to another piece of equipment.
9. Only software that Troy City Schools owns may be installed on Troy City Schools' computers. Staff members may donate software to the school pending approval by the Department of Instructional Technology.
10. All software purchases and donations must be coordinated through the Department of Instructional Technology. The Department of Instructional Technology will verify that the software is legal and will perform properly on the equipment. The Department of Instructional Technology may deny the use of software if they have reason to believe that the software will negatively affect the functionality of the operating system, network or other installed software.
11. Staff members may install software on a single computer for preview or evaluation only if it is legal and within the licensing of the software. All previews must be coordinated through the Department of Instructional Technology. The staff member is responsible for installing the software following approval and uninstalling the software upon completion of the preview or evaluation period.

Monitoring

A copyright notice shall be posted prominently where print copies are made available to students and/or staff (copy machines, ditto machines, etc.)

A copyright notice shall be posted prominently where videotape and audiotape copies are made available to students and/or staff.

A form shall be provided in the building media centers to be used by employees when requesting off-air taping of broadcast programs by school staff (either building level or ETC).

A form shall be provided in the building media centers to be used by employees when showing a pre-recorded videocassette taken from home television or rented from a home video store.

A form shall be provided in the building media centers to be used by employees when requesting the use of copyrighted materials from a producer or copyright holder.

(Approval date: June 24, 2002)

TELEPHONE SERVICES

District telephones and cellular phones are provided for official school use. Personal calls should be kept to a strict minimum and should occur during scheduled breaks or lunch time. Except in cases of emergency, the use of any telecommunication device shall not interrupt the instructional process. Staff members should observe proper telephone etiquette and personal cell phones or PDA's should be set to vibrate so as not to interrupt other staff members. In order to protect individual privacy there should be no use of cell phone or PDA cameras.

Personal long distance calls are not authorized. If a staff member does make an emergency personal phone call, he/she must notify the office, explain the reason for the emergency and pay for the long distance or toll call. The Business Manager will review telephone and cellular bills on a periodic basis.

Students may use the telephone for local calls if they have the permission of an authorized school employee.

Employees who are authorized to have a district cell phone are encouraged to use the regular telephone system, which includes voice mail, when possible. Cell phones should not be used in place of the regular phone system. Employees should use their cell phone when the regular telephone system is not available or in cases where it is more practical or efficient to use the cell phone. Employees must take proper care of the cell phone and take all reasonable precautions against damage, loss or theft. District provided cell phones are not to be used for routine personal use. If an employee uses the cell phone for personal calls, the employee will be charged the cost of the cell phone plan per minute and he/she will be expected to reimburse the district for the cost of the call in a timely manner unless IRS regulations stipulate otherwise. The Business Manager/Dir. of HR will monitor bills on a monthly basis and send out the appropriate invoices for payment.

Employees are prohibited from using their handheld cell phones while driving a Troy City School vehicle unless they utilize a hands free device. In order to reduce the risks of accidents, employees should be stopped and safely pulled off the road before using the cell phone.

[Adoption date: August 10, 2009]

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

CROSS REFS.: Student Handbook
Staff Handbooks

TROY CITY SCHOOLS

STAFF USE OF CELLULAR TELEPHONES

Effective March 1, 2015 the District does not maintain individual cell phone accounts and equipment for employees. In lieu of maintaining accounts and equipment, the Board will provide a cell phone allowance of one hundred dollars (\$100) per month for any employee the Superintendent designates as having a compelling need to have a cell phone available for emergency school-related purposes.

Any District employee receiving a cell phone allowance will be required to register their phone account number, by providing a copy of their agreement, with the Treasurer within thirty (30) days of the commencement of the allowance. Failure to register the cell phone account number within this time period or to maintain the account in active status will cause the allowance to be suspended.

District employees receiving a cell phone allowance will be personally responsible for all costs related to the cell phone plan they choose, even if those costs exceed the amount of the allowance. Because the cell phone account is the property of the employee, it is understood that the phone will be used for both school-related and personal calls. The cell phone allowance is paid to the employee on a semi-annual basis. The employee will receive six (6) months allowance in December and six (6) months allowance in June of each year under contract with Troy City Schools.

USE OF A PERSONAL CELLULAR TELEPHONE WHILE AT WORK

Personal calls during work hours can interfere with employee productivity and be distracting to others, regardless of whether on a cellular or regular telephone. Employees are expected to use discretion in using personal cellular telephones while at work. Employees are asked to make personal calls during breaks and lunch period and to see that friends and family members are aware of the Board's policy.

Violation of this policy may constitute just cause for disciplinary action up to and including termination.

DATA AND RECORDS RETENTION

All records (1) are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

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

The function of the commission is to review applications for one-time disposal of obsolete records 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, in accordance with State law.

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 the District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio History Connection (OHC) for review. The OHC will review the application or schedule within a period of 60 days. During this time, the OHC may select for its custody any records it considers to be of continuing historical value. The OHC will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the OHC has completed their review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

Before public records are disposed of pursuant to an approved schedule, the District must inform OHC of the disposal of only the records that OHC has requested to see. OHC is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value (2).

Electronic Mail and Social Media Content

Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to public disclosure or inspection under the Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District's official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District records retention schedule.

All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all electronic mail and social media public 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 8, 2016

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
ORC 9.01
149.011; 149.35; 149.381; 149.41; 149.43
3313.29
3319.321
3701.028
Ohio History Connection Form RC-1
Ohio History Connection Form RC-2
Ohio History Connection Form RC-3

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

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/designee administers the total insurance program.

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

[Adoption date: June 24, 2002]

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

CROSS REFS.: GCBC, Professional Staff Fringe Benefits
GDBC, Support Staff Fringe Benefits
JHA, Student Insurance Program