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* denotes areas of policy covered in this manual

SUPPORT SERVICES GOALS

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

In order to provide support services that are supportive of the educational program, the Board develops goals which will support the overall educational program. The goals of the support services program include:

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

[Adoption date: June 15, 2000]

SAFETY PROGRAM

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

The Business Manager has responsibility for the safety program of the District and develops written procedures to comply with the OSHA regulations and policies.

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

All staff are encouraged to participate in the proceedings of the Health and Safety Committee by providing recommendations that ensure a safe environment for all.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 2744
3313.60; 3313.643
3737.73
4107.31
OAC 3301-35-03

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

ACCIDENT PREVENTION AND SAFETY PROCEDURES

The practice of safety shall also be considered an aspect of the instructional program of the District schools, and instruction in accident prevention as well as fire prevention, emergency procedures, traffic, bicycle, pedestrian safety and driver education shall be provided in the appropriate classes.

A school nurse or another assigned staff member shall provide emergency services in case of injury to, or sudden illness of, a child or staff member.

Procedures shall be developed at each school for the proper handling of such emergencies and made known to the staff. Should the illness or injury appear serious, every effort shall be made to contact the parent and/or family physician immediately. No young child who is ill or injured shall be sent home alone. Serious accidents to students shall be reported as soon as possible to the Superintendent and the Board.

[Adoption date: June 15, 2000]

LEGAL REF.: ORC 3313.643

CROSS REF.: IGAJ, Driver Education

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. 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: June 15, 2000]

LEGAL REFS.: ORC 2305.23
3313.60; 3313.712
OAC 3301-27-01; 3301-27-02; 3301-35-03(D)

CROSS REFS.: JHCD, Administering Medicines to Students
Emergency Medical Form

FIRST AID

The following requirements shall be adhered to by all personnel.

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

(Approval date: June 15, 2000)

ACCIDENT REPORTS

All accidents occurring on school premises shall be reported to the office of the school principal. All cases of accidents to students which require medical attention shall be reported immediately to the parents or guardian of the student by the principal. A prompt report of the accident shall be made to the principal of the school by any witness(es). The principal shall forward a copy of such report to the Superintendent on the day the accident occurs .

[Adoption date: June 15, 2000]

CROSS REF.: GBE, Staff Health and Safety

BLOODBORNE PATHOGENS

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

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

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

The plan shall include annual in-service training for staff and students; first-aid supplies in each school room and each school 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 15, 2000]

LEGAL REFS.: 20 USC 8901
29 CFR (Code of Federal Regulations) 1910.1030

CROSS REFS.: PERRP Public Employees Risk Reduction Plan
GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (also JHCCA)

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

EMERGENCY/ SAFETY PLANS

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

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

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

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

[Adoption date: June 15, 2000]
Revision date: September 21, 2006

LEGAL REFS.: ORC 149.433
2923.11
3301.56
3313.536
3314.03
3737.73; 3737.99
OAC 1301-7-7-07
3301-35-03(D)(4-7)

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

EMERGENCY PLANS

All students shall be instructed in safety precautions to be taken in case of tornado warnings.

Each school building shall develop a plan of action for tornado or other similar catastrophe alert. The plan of action shall include plans to:

1. Make a judgment concerning the immediacy of the danger and provide for safety of staff and students within the building.
2. Summon police and emergency help.
3. Direct building personnel to assist with immediate problems following the disaster.
4. Dismiss nontransported students and summon transportation, if it is determined that students' safety will not be further jeopardized en route to their homes.
5. Be responsible for the security of the building and equipment until officially relieved of this duty.
6. Ascertain the welfare of all personnel (students, staff and other employees).
7. Assure the operation of the emergency plan.
8. Verify the notification of all auxiliary agencies (police, fire, civil defense and any other appropriate group).
9. Communicate with parents via radio or television, giving a concise statement about the severity of the situation and requesting their help and cooperation.
10. Shut off main gas line to the damaged building or buildings.
11. Disconnect main electrical panel if any part of the electrical system is damaged.
12. Assist in evacuation of all personnel from the damaged buildings.
13. Shut off main water lines only if water lines are broken. Water may be needed to extinguish resulting fires.
14. Assign security staff to keep people away from dangerous areas and to prevent looting.
15. Make immediate emergency repairs, such as covering a damaged section of roof or boarding up damaged windows and doors.

(Approval date: June 15, 2000)

Norwood City School District, Norwood, Ohio

EMERGENCY CLOSINGS

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

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

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

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

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

[Adoption date: June 15, 2000]

[Revision date: February 18, 2010]

LEGAL REFS.: ORC 3313.48; 3313.482; 3313.642
3317.01
3737.73
OAC 3301-35-03

CONTRACT REF.: Teachers' Negotiated Agreement

CRISIS MANAGEMENT

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

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

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

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

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

Automated External Defibrillators (AEDs)

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

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

[Adoption date: June 15, 2000]

[Revision date: February 17, 2005]

LEGAL REF.: ORC 2305.235
3313.20; 3313.717
3314.16
3701.85

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

CONSIDERATIONS WHEN INCLUDING AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) IN THE DISTRICT CRISIS MANAGEMENT PLAN

General

1. Children and adolescents are at low risk for sudden cardiac arrest.
2. AEDs are not currently recommended for use in children under eight years of age or under 80 pounds. However, there are vendors that sell AEDs for children in this age and weight group.
3. Sudden death related to undetected heart anomalies appears to occur most often in high school athletes.
4. Teaching staff, school support staff and other adults use school buildings and attend school-sponsored events.
5. Adults over age 50 are five times more likely to experience sudden cardiac arrest than children and adolescents.

Specific

1. The age and cardiac histories of school staff.
2. The types of activities and events hosted in the school buildings and the populations in attendance.
3. The types of policies and procedures that are already in place to support student and staff wellness, e.g required physical exams and injury prevention efforts.
4. The attention currently given to the use of protective sports equipment and equipment safety measures.
5. Whether there is a history of student or staff deaths.
6. The availability and response times for emergency medical services including 911 access and AED availability among first responders such as police, ambulance and fire departments.
7. The relative effectiveness of the District's current crisis plan in dealing with sudden cardiac and other emergencies, and how the use of AEDs would fit in with the rest of the crisis plan.
8. Consideration of legal issues such as informed consent.

Key Elements

1. A core emergency response team of trained personnel, including the school nurse, and a method to activate this team.
2. A well-defined emergency plan that clearly states all policies and procedures relative to the use of an AED.
3. Strategic placement and availability of the AED unit(s), preferably within four to five minutes of those needing the AED.
4. A rapid and effective communication system, especially regarding events held at remote locations.
5. Training of appropriate staff in CPR, including the use of an AED.
6. Regular maintenance of the AED unit(s) according to the manufacturer's specifications.
7. Periodic testing and repair/replacement of nonfunctioning units.
8. Reporting the use of an AED to a collaborating emergency healthcare provider, who in turn is required to report to the regional Emergency Medical Services Council.
9. Physician oversight.

[Adoption date: February 17, 2005]

BUILDINGS AND GROUNDS SECURITY

All employees of the District who have access to the premises at times when the District's security system is active shall be expected to know how the system is deactivated and how to avoid activation of the system. Employees who negligently or accidentally activate the alarm system shall be personally liable.

Pursuant to Ordinance 21-1992 the City of Norwood has authority to assess an administrative fee ranging from \$25.00 to \$300.00, and under appropriate circumstances undertake criminal prosecution, for negligent or accidental activation of the alarm system. The District is the entity primarily subject to liability under this ordinance.

Activation of the alarm system will be treated in the same manner as negligent destruction of school property for which restitution would be required. Disciplinary action may be taken when appropriate.

Any employee who causes an activation of the alarm system, either directly by his/her own actions, or by failing to properly supervise someone who activates the alarm system, or who is in control of the premises when the alarm system is negligently or accidentally activated, shall be assessed a charge of \$25.00 for the first occurrence, and a charge of \$50.00 for each successive occurrence.

[Adoption date: June 15, 2000]

LEGAL REF.: ORC 3313.20

CROSS REF.: EBC, Emergency Plans

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 Board property.

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

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

Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. 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 15, 2000]

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

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

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

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

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

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

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

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

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

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

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

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

[Adoption date: June 15, 2000]
Revision date: March 21, 2002
Revision date: February 17, 2005

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

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

JFC, Student Conduct (Zero Tolerance)
Staff Handbooks
Student Handbooks

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

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

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords, private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, national origin, citizenship status, sex,

sexual orientation, age, disability, religion or political beliefs or any other personal or physical characteristics.

12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

(Approval date: June 15, 2000)

[Revision date: February 17, 2005]

Staff and Non-Student Application for Technology Services

I have read the Acceptable Use and Internet Safety Regulations of the Norwood City School District. I understand that reasonable precautions are in place to ensure that controversial material is blocked from Internet access. I have read, understand and agree that I comply with terms of the Acceptable Use and Internet Safety Regulations. I understand that my failure to comply with the terms of this agreement may result in denial of access privilege and that disciplinary action under the appropriate Collective Bargaining Agreement and Board policy may be taken. I understand that this access is being provided to me for educational/professional purposes only. I agree that this will hold harmless and indemnify the school district for any fees, expenses, or damages incurred as a result of my misuse of the network, access to the Internet or computer equipment.

Network, email and Internet access are provided as tools for educational/professional purposes. The district reserves the right to monitor, inspect, copy, review, and store at any time without prior notice any and all usage of the network account, the email account and internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

The District makes no warranties of any kind, either expressed or implied, in connection with this provision of access to and use of its network/internet and email under the regulations. The District shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of the user's use of district's network/internet or email under this policy. Users are taking full responsibility for usage and are agreeing to indemnify and hold the district and all administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to the network/internet and/or email, including, but not limited to, any fees or charges incurred through the purchase of goods or services by the user. The user agrees to cooperate with the District in the event the District initiates an investigation of a user's use of his or her access to the network and/or email account or the internet, or a computer outside the district network.

I have read the Acceptable Use and Internet Safety Regulations and agree to abide by their provisions. I understand that violation of the use provisions stated in the policy may constitute suspension or revocation of network privileges as well as discipline according to the appropriate Collective Bargaining Agreement and Board policy.

Signature _____ Date _____

Name (Print) _____ last four digits SS # _____

Building/Department _____

STUDENT TRANSPORTATION SERVICES

The transportation policies of the Board are aimed at providing a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that the transportation schedule serve the best interests of all students and the District.

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

If it is impractical to transport certain students by regular bus, they may be transported by other means.

The transportation program is under the direction of the transportation supervisor who is responsible to the Superintendent.

Private School Transportation

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

[Adoption date: June 15, 2000]

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

SCHOOL BUS SAFETY PROGRAM

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

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

[Adoption date: June 15, 2000]

[Revision date: February 17, 2005]

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

CROSS REF.: EB, Safety Program

STUDENT CONDUCT ON SCHOOL BUSES

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

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

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

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

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

[Adoption date: June 15, 2000]

[Revision date: December 17, 2009]

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

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

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

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

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

[Adoption date: June 15, 2000]

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

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus transportation is provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If the need arises, transportation by private vehicles is permitted only if previously approved by the appropriate administrator.

If it is necessary to use private vehicles, evidence must be presented to the appropriate administrator that the vehicle and driver are covered for liability, medical payments, physical damage and uninsured motorist liability. The Board maintains excess insurance through a nonownership liability endorsement to its bus fleet insurance policy covering all private vehicles used for transportation to and from student activities. This excess insurance provides compensation for injury or death to any student or authorized passenger caused by any accident arising out of or in connection with the operation of a private vehicle transporting students and other authorized passengers. The amounts and terms must be agreed upon by the Board and the insurance company.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

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

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

The food 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-third of the students are eligible under Federal law for free meals;
2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;
3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards and
5. the management of food services shall comply with all Federal, State and local regulations.

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

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

Students with Special Dietary Needs

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

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

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

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

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.

[Adoption date: June 15, 2000]

[Revision date: August 15, 2002]

[Revision date: September 15, 2005]

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

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

FOOD SALE STANDARDS

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

1. The types of food sold in the schools are determined as to their potential to contribute significantly to the daily nutritional needs of students and to enhance the District’s nutrition philosophy and nutrition education curriculum.
2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events.

[Adoption date: June 15, 2000]

LEGAL REF.: ORC 3313.814

STUDENT / STAFF WELLNESS PROGRAM

Norwood City Schools promote healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students and staff. Improved health optimizes student performance potential.

Norwood City Schools provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition, tobacco prevention and regular physical activity. Norwood City Schools also recognizes the importance of staff health, individually, and as role models. As such, staff is encouraged to support district staff wellness opportunities.

Norwood City Schools will develop a local wellness policy committee comprised of representatives of the board, parents, students, facilities management representative, leaders in food/exercise/health, and employees. The Wellness Committee will develop guidelines as necessary to implement the goals of this policy throughout the district and meet quarterly to assess progress in meeting these goals.

The specific wellness goals of the Norwood City Schools include:

- The district health education curriculum standards and guidelines will include both nutrition and physical education.
- Nutrition education will be integrated into the health education or core curricula (e.g., math, science, language arts).
- Students are given opportunities for physical activity during the school day through physical education (PE) classes, recess periods for elementary school students, and the integration of physical activity into the academic curriculum.
- The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- The district will ensure that all students and staff have access to healthy food choices during school and at school functions.
- The district will ensure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Secretary of Agriculture, as those regulations and guidance apply to schools.

- When using food as a part of an incentive program, staff is encouraged to utilize healthy, nutritious food choices.
- When curricular food experiences are planned, staff is encouraged to utilize healthy, nutritious food choices.
- The district will provide parents and guardians information about good nutrition for children.

The Board will review this policy annually with input from parents, students, representatives from food/health/exercise authority, and employees. In an effort to measure the implementation of the policy the Board designates the “Wellness Committee” as the group who will be responsible for ensuring the district implements the goals of this policy and related guidelines.

[Adoption Date: June 15, 2006]

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

COPYRIGHT

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

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

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

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

[Adoption date: June 15, 2000]

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

TELEPHONE SERVICES

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

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

Cellular telephones may be provided to certain individuals:

1. as authorized by the Superintendent/Designee

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

[Adoption date: June 15, 2000]

[Revision date: August 15, 2002]

[Revision date: February 17, 2005]

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

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

CELLULAR PHONES

File: EGAC-R

The Board of Education has authorized the use of school owned cellular telephones by staff members who have a demonstrated need for this type of communication. The primary function of these phones is to provide communication capabilities during daily operations. Staff is encouraged to use their cellular telephones to maintain communications with employees however such calls should be necessary and kept short to maximize the allotted minutes and prevent unnecessary costs. Employees who use a District owned cellular telephone agree to the following rules of use:

- 1) The Board permits insignificant personal use of the cellular telephone to the extent that there is no additional cost to the District. The employee will be required to reimburse the District for any charges that are a result of personal use. These charges may include
 - a) any overages of allotted minutes
 - b) calling directory assistance
 - c) roaming charges
 - d) long distance charges
 - e) web usage and download fees
 - f) any other charges above and beyond the regular monthly service charge
- 2) All costs that are to be reimbursed by the employee shall be paid within 30 days of notification by the Treasurer's Office. Failure to reimburse the District within 30 days may be considered theft and will result in appropriate corrective action.
- 3) School employees are financially responsible for the replacement and/or repair of cellular telephones and equipment issued to them that are negligently lost, stolen or damaged.
- 4) Employees shall exercise extreme caution when driving and talking on a cellular telephone. Unless utilizing a "hands-free" speakerphone option, employees should stop their vehicle as soon as safely possible. Never dial or take notes while driving.
- 5) All invoices for cellular telephone usage will be audited/reviewed to ensure compliance with this policy. Repeated non-compliance may result in loss of cellular equipment and disciplinary action.
- 6) A periodic review of cellular telephone users will be conducted to ensure designated employees continue to demonstrate a need for cellular phones.
- 7) When it is determined that an employee no longer has demonstrated a need for the cellular telephone or when an employee is no longer employed by the District, that employee shall return any cellular phone and equipment to their immediate supervisor. Failure to do so will be considered theft of public property and will result in appropriate corrective action.

I, _____ have read and understand the Norwood City School District's cellular phone policy. As such, I understand that I may be accountable for any and all charges

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incurred by cellular phone usage above and beyond the contractual monthly limits of the cellular phone plan.

Signed: _____ Date: _____

I, _____ received the following cellular phone equipment. Further I understand that the following equipment must be returned at the request of the Superintendent and/or on the date my employment ends with the Norwood City School District.

Phone

Wall Charger: _____ Yes _____ No

Car Charger: _____ Yes _____ No

Additional Equipment: _____ Yes (list) _____ No

Employee Signature

Date

[Adoption date: February 17, 2005]

DATA AND RECORDS RETENTION

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

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

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

The Superintendent designates a "Records Officer" in each department/building who is responsible for all aspects of records retention within that department/building.

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

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 9.01

149.35; 149.41; 149.43

3313.29

3319.311; 3319.321

3701.028

3729.46

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

Auditor of State Form RC-2 (12/22/94)

CROSS REF.: DI, Fiscal Accounting and Reporting

¹Records includes any document, device or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the District which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District. §149.011 ORC.

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

INSURANCE MANAGEMENT

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

The Superintendent administers the total insurance program.

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

[Adoption date: June 15, 2000]

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