

## SECTION E: SUPPORT SERVICES

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## SUPPORT SERVICES GOALS

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

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

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

[Adoption date: August 15, 2003]

## 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 Superintendent/designee has responsibility for the safety program of the District and develops written procedures to comply with the Public Employment Risk Reduction Act (PERRA) 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, 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: August 15, 2003]

LEGAL REFS.: Public Employment Reduction Act, ORC 4167.01 et seq.  
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

## REPORTING OF HAZARDS

The Board is concerned for the safety of students and staff members and, therefore, attempts to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents or from the presence of asbestos materials.

### Toxic Hazards

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

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

1. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP officer with material safety data sheets (MSDS);
2. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintain a current file of MSDS for every hazardous material present on District property;
4. design and implement a written communication program which:
  - A. lists hazardous materials present on District property;
  - B. details the methods used to inform staff and students of the hazards and
  - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conduct a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and
6. establish and maintain accurate records for each employee at risk for occupational exposure including name, social security number, hepatitis B vaccine status, 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.

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### 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/designee appoints a person to develop and implement the District's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

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

### Occupational Exposure Training

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

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

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. Such 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.

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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: August 15, 2003]

LEGAL REFS.: ORC 3313.643; 3313.71; 3313.711  
3327.10  
4113.23  
4123.01 et seq.  
Public Employment Risk Reduction Act, ORC 4167.01 et seq.  
20 USC 8901  
29 CFR (Code of Federal Regulations) 1910.1030  
Asbestos School Hazard Abatement Act  
Asbestos Hazard Emergency Response Act  
Asbestos Abatement Contractors Licensing Act  
Comprehensive Environmental Response, Compensation and Liability Act

CROSS REFS.: PERRA Exposure Control Plan  
EB, Safety Program  
EBBC, Bloodborne Pathogens  
GBE, Staff Health and Safety



## FIRST AID

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines 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: August 15, 2003]

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

### General Requirements

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

### Automated External Defibrillator

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as coughing, normal breathing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable

rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to stand clear, and deliver a shock to the victim.

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In order to comply with all local State and Federal laws, the following steps must be taken before an AED program is in place at a school building:

1. A medical director is appointed and a physician's prescription is written for the AED.
2. The location of the AED is determined and is easily accessible to the potential responders of a SCA.
3. The local EMS is properly notified of the AED's location.
4. Persons expected to use the AED must be properly trained in AED/CPR.
5. A method of inspection and proper maintenance of the AED, and documentation of such, is in place.
6. A Cardiac Emergency Response Plan is in place.
7. With any use of the AED, the local EMS is called and the manufacturer of the AED is notified.
8. A method of a post event review is determined for quality assurance and crisis debriefing for students and employees.

All volunteer responders are protected under the House Bill 717. Administrative guidelines will be located in the building.

(Approval date: August 15, 2003)

## ACCIDENT REPORTS

In order to comply with the Occupational Health and Safety Regulations, 29 CFR 1904, the Franklin City School District has established recording and reporting procedures of Recordkeeping for Occupational Injuries and Illnesses.

The Superintendent/designee is the program coordinator, acting as the representative of the District and has overall responsibility for the program. The program contains provisions for maintenance and retention of records, exposure monitoring, inspections and other activities and incidents relevant to occupation safety and health for the reporting of certain information to employees and to OSHA.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 4123.01 et seq.

## 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 kits in each school 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: August 15, 2003]

LEGAL REFS.: Public Employment Reduction Act, ORC 4167.01 et seq.  
20 USC 8901  
29 CFR (Code of Federal Regulations) 1910.1030

CROSS REFS.: PERRA  
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).



## AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROTOCOL

### Purpose

The automated external defibrillator (AED) is to be used on the pulseless patient while awaiting EMS response. The AED is to be used in conjunction with the ABC's of cardiac arrest management.

### Location

The AED will be kept in the Franklin High School training room under the supervision of the athletic trainer in a location easily located. Only those personnel trained and certified in the use of the AED will be authorized for its use.

1. During scheduled outside athletic events, the AED will become part of the usual and customary medical equipment immediately available to the athletic trainer.
2. During scheduled inside practice events, the AED will be kept in the training room. During inside game or scrimmage situations in which the athletic trainer provides medical coverage, the AED will be located on the bench with other medical equipment.
3. During situations when there is an event outside and inside at the same time, the athletic trainer will make the determination of the location of the AED depending on the number of spectators and participants.
4. During away events in which the athletic trainer attends, the AED will be with the athletic trainer unless there is a home athletic game.
5. During away events in which the athletic trainer is not required to attend but chooses to attend, the AED can accompany the athletic trainer provided there are no home games.

### Testing

The AED automatically tests itself every morning at 3:00 a.m. and will display any problems with calibration or low battery level. The athletic trainer will visually check the AED each day the training room is open.

A quarterly evaluation of the AED will be performed by the athletic trainer, which will include checking the equipment and reviewing the appropriate procedures for AED use. Documentation will be kept regarding these quarterly reviews.

The athletic trainer will stay current on all requirements for use of the AED.

[Adoption date: August 15, 2003]

## **SAFETY PLANS**

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

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

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 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: August 15, 2003  
Revision Date: August 28, 2006

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

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

## 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 five calamity days provided for by law.

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

The District may make up the time missed if the schools are closed.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.48; 3313.482; 3313.483  
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 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: August 15, 2003]

LEGAL REF.: ORC 3313.20

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

## BUILDINGS AND GROUNDS SECURITY

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

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

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

[Adoption date: August 15, 2003]

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: August 15, 2003]

LEGAL REFS.: ORC 2909.05  
3109.09  
3313.173  
3737.99

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

## BUILDINGS AND GROUNDS MAINTENANCE

### Preventive Maintenance

The Superintendent/designee shall maintain a program of preventive maintenance and in his/her budget recommendation shall include funds adequate to sustain this program.

### Emergency Repairs

The Superintendent/designee may authorize, in accordance with the law, emergency repairs of school property between Board meetings.

### School Buildings and Grounds

School buildings and grounds shall be maintained in a safe, functional and reasonably attractive condition. In the budget recommendation the Superintendent/designee shall include funds for the upkeep of the buildings and grounds.

### Replacement of Equipment

In the budget recommendation the Superintendent/designee shall include funds to maintain the replacement of equipment.

[Adoption date: August 15, 2003]

## ENERGY CONSERVATION

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

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

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

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

[Adoption date: August 15, 2003]

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

CROSS REF.: DJC, Bidding Requirements

Franklin City School District, Franklin, Ohio

## COMPUTER NETWORK (Acceptable Use Policy)

The District firmly believes that the valuable information and communication opportunities available through the District's computer network resources is of educational value in the context of the school setting. District network resources refers to e-mail, Internet access, electronic learning services, etc.. Network access is coordinated through a complex association of government agencies, regional and state networks. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

The smooth operation of computer networks relies upon the proper conduct of the end users who shall adhere to certain guidelines established by the District, SWOCA and the state. These guidelines are provided here so that users will be aware of their responsibilities. In general, this responsibility requires the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his/her account will be subject to termination by the District and/or SWOCA. Future access could be denied and further disciplinary action could result.

District-approved network users will be administrators, teaching and classified staff and students who have network accounts approved by District administration. The Superintendent and administrative staff are responsible for insuring the District users have approved accounts and follow the appropriate guidelines. The District Internet coordinator will maintain a listing of approved network users in the central media center.

### Acceptable Use

The use of a network account must be in support of education and research and be consistent with the educational objectives of the District. Use of the computer network will not violate professional and student codes of conduct. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: altering or damaging system software in public or private files, unauthorized use of copyrighted material, transmitting threatening or obscene material or material harmful to minors or any employee. Use for commercial activities by for-profit institutions is not acceptable. Political lobbying is prohibited. Use for product advertisement is prohibited unless the sales activity will directly benefit the District. Illegal activities are strictly prohibited.

“Harmful to minors” is defined as any text, 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 genital or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

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### Privileges

Network access through SWOCA is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The District and/or SWOCA reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District and/or SWOCA, at their sole discretion, believe may be unlawful, obscene, pornographic, abusive or otherwise objectionable. Approved users will not use their network account to obtain, view, download or otherwise gain access to such materials. The state computer network OECN, SWOCA or the Superintendent will deem what is inappropriate use and their decision is final. The system managers will conduct random, periodic reviews of user network accounts. The system managers may close an account at any time as required or directed.

### Network Etiquette

Note that electronic mail and network files are not guaranteed to be private. Technical staff who operate the system potentially have access to all electronic data. Therefore, all users are expected to abide by generally accepted rules of network etiquette. These include the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language such as using racial or sexual slurs.
3. Do not reveal your or other's personal information including pictures, address or phone number while on-line.
4. Do not use the network in such a way that you would disrupt the use of the network by other users.
5. Do not send or forward any material that may be unlawful, obscene, pornographic, abusive or otherwise offensive.

### Reliability

The District, SWOCA and the OECN make no warranties of any kind, whether expressed or implied, for the network service provided and will not be responsible for any damages. This includes loss of data resulting from delays, nondeliveries, mis-deliveries or service interruptions caused by service failures, or user errors or omissions. Use of any information obtained via the computer network is at each user's risk. The District, SWOCA and the OECN specifically disallow any responsibility for the accuracy or quality of information obtained through the computer network.

### Security

Security on any computer network is a high priority, especially when the system involves many users. The District, SWOCA and OECN network resources are intended for the exclusive use by their registered users. Users are responsible for securing their password to the network and are prohibited from using another individual's account. Any misuse will result in suspension of the account privileges.

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If a user can identify a security problem on the computer network, he/she must notify a staff member, principal, the Building Internet Coordinator, the District Internet Coordinator, or the system manager and not demonstrate the problem to other users. Any user's attempts to log-on to the network as a system administrator will result in cancellation of privileges. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network.

[Adoption date: August 15, 2003]

LEGAL REFS.: U.S. Const. Art. I, Section 8  
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
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  
JFC, Student Conduct

COMPUTER/ON NETWORK  
(Acceptable Use Policy)

Administrative Guidelines

When it is determined that a staff member has violated the terms of the District's Acceptable Use Policy, the following actions will take place:

1. Network services (except the receipt of interdistrict communications) will be taken away for a period of up to one calendar year as recommended by the Network Review Committee and decided by the Superintendent.
2. A letter stating the terms of the violation will be placed in the employee's file.
3. When it is determined that network privileges be reinstated, there will be a probationary period of six months to one year.
4. During the probationary period, the account will be monitored in the following manner:
  - A. all e-mail will be sent concurrently to a folder in the principal's mail account and
  - B. all Internet addresses will be printed out for review.
5. If at the end of the probationary period it is determined that all guidelines have been followed, full network privileges will be returned.
6. A second infraction of the Board policy regarding computer network services will result in disciplinary action, up to and including possible termination of employment.
7. Recommendations made by the committee will be presented to the Superintendent for a final decision.

(Approval date: August 15, 2003)

COMPUTER NETWORK AGREEMENT AND ACCOUNT APPLICATION

Please detach and return this sheet to your building principal.

USER:

I have read, understand and agree to the attached Board policy regarding computer network (Internet/e-mail/electronic learning/etc.) use. I further understand that any violation of the before mentioned regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and school disciplinary action and/or appropriate legal action may be taken.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR STUDENT USERS ONLY

Parent or Guardian:

As the parent or guardian of this student, I have read the Board policy regarding computer network (Internet/e-mail/electronic learning/etc.) use. I understand that this access is designed for educational purposes. I assign any and all proprietary rights in the design of Internet publications created by the student as a part of a class project. However, I also recognize it is impossible for the District to restrict access to controversial materials and I will not hold the District, the Southwest Ohio Computer Association, or the Ohio Educational Computer Network responsible for materials acquired on the computer network. Further, I accept full responsibility for supervision if and when my child's computer network use is not in a school setting. I hereby give permission for the District to issue a network account for my child and certify that the information contained on this form is correct.

Custodial Parent or Legal Guardian's Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Disclaimer:

I refuse my child to have access to the computer network services.

Custodial Parent or Legal Guardian's Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

It is the responsibility of the custodial parent or legal guardian to notify the District as to any change in this agreement.

## 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.

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

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

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

### Private School Transportation

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

[Adoption date: August 15, 2003]

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

## WALKERS AND RIDERS

The Board provides transportation for resident elementary students, kindergarten through grade 8, who live more than two miles from school and for all students with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional.

Accordingly, 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 areas when:

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

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: August 15, 2003]

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

### SCHOOL BUS SAFETY PROGRAM

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

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

Adoption date: August 15, 2003

Revision date: March 31, 2008

LEGAL REFS.: ORC 3327.09; 3327.10  
4511.75; 4511.76; 4511.761; 4511.762-4511.78  
OAC 3301-83  
3301-87-01

CROSS REF.: EB, Safety Program  
EEA, Student Transportation Services  
GBQ, Criminal Record Check

Franklin City School District, Franklin, Ohio

## STUDENT CONDUCT ON SCHOOL BUSES

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

After Board approval, 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: August 15, 2003]

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

CROSS REF.: Student Handbooks

## STUDENT CONDUCT ON SCHOOL BUSES

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

Students will:

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

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

### Discipline

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

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

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

(Approval date: August 15, 2003)



## VIDEO CAMERAS ON TRANSPORTATION VEHICLES

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

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

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

[Adoption date: August 15, 2003]

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

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

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

[Adoption date: August 15, 2003]

LEGAL REFS.: OAC 3301-83-07  
49 USC 2717  
49 CFR 382.115

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

Philosophy

The Franklin City Board of Education is strongly committed to providing a safe workplace for all, to promote high standards of performance, to protect the health and safety of our employees and students and to comply with the requirements of the Omnibus Transportation Employee Testing Act of 1991, 49 CFR, Part 382-391.

The Board believes that employee abuse of alcohol and drugs can adversely affect the work environment, job performance, and undermine resident confidence in the District. Furthermore, employees have the right to work in an alcohol and drug-free environment. Employees who abuse alcohol or drugs are a danger to themselves, to other employees and to students.

The Board further recognizes that alcohol and other drug abuse or addiction is an illness and a major health problem, and supports the efforts of employees to obtain assistance for problems related to alcohol or other drugs.

Each present employee and all future applicants will be furnished with a copy of this policy and will sign a receipt indicating that he/she has been given the opportunity to read and review it.

Policy

Therefore it is the policy of the Board that:

1. all employees who possess a commercial driver's license will remain free of illicit drugs, alcohol or other substances which might adversely affect their performance while employed and working for the Board or while operating and/or maintaining motor vehicles owned, leased or otherwise controlled by the Board and
2. no employee shall have on or about his/her person, or in any motor vehicle owned, leased or otherwise controlled by the Board any alcohol, alcoholic beverage or illegal drug.

Definitions

1. Alcohol or alcoholic beverage means any over-the-counter medication containing alcohol, or any beverage that may be legally or illegally sold, made and/or consumed that has an alcoholic content.

2. Drug means any substance other than alcohol which is capable of altering the mood, perception, speech, physical coordination, pain level and/or judgment of the individual consuming it.
3. Prescribed drug means any substance prescribed by a licensed medical practitioner prescribed to the employee and taken as directed.

4. Illegal drug means any drug or controlled substance, the sale, manufacture, distribution, dispensing, possession, gift, exchange and/or use of which is illegal under State and/or Federal law.
5. Medical review officer means a licensed physician with knowledge of substance abuse disorders who has appropriate medical training to interpret and evaluate positive and suspicious drug test results.
6. Substance abuse professional means a licensed physician with knowledge of and clinical experience in the diagnosis and treatment of alcohol and other substance abuse or addiction disorders, or a licensed or certified psychologist, social worker or employee assistance professional with similar knowledge and experience.
7. Supervisor means any person designated to determine reasonable suspicion.

#### Qualifications and Prohibitions

Compliance with the Board substance abuse policy is a condition of employment for all school bus drivers and other employees possessing a commercial driver's license. These individuals must report any convictions under a criminal drug statute for violations occurring on or off District premises. A report of conviction must be made to the Superintendent within five days after the conviction.

All applicants who have been offered employment will be required to undergo an evaluation which will include a screening test for drugs and alcohol. Any employee who tests positive for alcohol or illegal drugs as a result of such test shall be in violation of this policy.

Failure or refusal of any employee or applicant to fully cooperate, sign any required document, test or follow any prescribed course of substance abuse treatment shall be in violation of this policy.

Violations of this policy will result in appropriate disciplinary measures, up to and including termination, and may have legal consequences.

Any employee using prescription drugs which may adversely affect their ability to operate a motor vehicle or other type of machinery shall advise their supervisor of the type of drug and frequency of use. The employee may be required to produce appropriate written medical documentation. A determination by a medical physician will be made as to whether the employee should be able to perform his/her job safely and properly.

#### Procedures

All employees who possess a commercial driver's license are subject to testing for alcohol and the following drugs or drug categories:

1. amphetamines
2. cocaine
3. marijuana

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4. opiates
5. phencyclidine (PCP)

All procedures and collection methods will conform to appropriate Federal and/or State regulations. All test results shall be maintained under the strictest confidentiality. All individuals tested under this policy will have the right to provide a written request to obtain a copy of the test results.

All drug testing is done by urine testing in accordance with the United States Department of Health and Human Services guidelines. The actual urine test will be performed by a National Institute of Drug Abuse certified laboratory. If the first test is initially identified as a positive test, it will subsequently be analyzed by additional tests, including gas chromatographic/mass spectrometry before it is identified as a presumptive positive test.

All results will be reported to a designated representative of the Board by a medical review officer. In the case of a positive test, the employee will have the opportunity to provide medical evidence to support the legitimate presence of a prohibited substance.

While reviewing drug testing results it may necessary for the medical review officer to contact the employee for a release of information concerning the employee's medical history pertinent to the detected substance. The employee shall authorize the release.

When employees are required to have a drug or alcohol test for any purpose, they must report within two hours of notification unless such test administration is influenced by significant events beyond the employee's control.

In the case of a "shy bladder", an individual may have to remain at the collection site until he/she can provide the urine sample.

#### Required Alcohol and Drug Testing

The following types of testing are required in accordance with procedures specified in 49 CFR, Part 40:

1. pre-employment
2. reasonable suspicion
3. post-accident
4. random

5. return-to-duty

6. follow-up

Alcohol testing must be done by an evidential breath device approved by the National Highway Safety Administration. If the alcohol content is 0.02% or greater, but less than 0.04%, a confirmation test is required and the employee shall not be permitted to drive or perform any safety-sensitive functions for at least 24 hours.

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If the alcohol content is equal to or greater than 0.04% (a confirmation test is also required), the employee is in violation of the prohibitions, is terminated from employment and referred to a substance abuse professional. Refusal to submit to an alcohol/drug test is considered a positive test. Refusal to be evaluated by a substance abuse professional and participate in any assistance program prescribed will result in termination.

For drug testing, the employer must have received a result from the medical review officer indicating a verified negative test result.

### Pre-employment Testing

An employer is not required to administer a pre-employment drug test if all of the following conditions are met:

1. The applicant must have participated in a drug testing program meeting the requirements of this within the previous 30 days.
2. While participating in this program the applicant must have either been tested for controlled substances in the previous six months, or participated in a random drug testing program within the previous 12 months.
3. The employer must also ensure that no prior employer has a record of violations of any United States Department of Transportation controlled substance use rule for the applicant within the previous six months.

### Reasonable Suspicion Testing

If reasonable suspicion is observed but a reasonable suspicion test has not yet been administered, the employee shall not perform safety-sensitive functions until an alcohol and/or drug test is administered and the employee's alcohol concentration measures less than 0.02% or 24 hours have elapsed following the determination of reasonable suspicion.

The documentation, by the supervisor, of the employee's conduct must be prepared and signed by the witness within 24 hours of the observed behavior.

### Post-Accident Testing

Immediately following an accident involving a vehicle owned by the Board and operated by an employee possessing a commercial driver's license, the employee shall be tested for alcohol and drugs when:

1. the accident involves any personal injury or any fatality;

2. the driver received a citation under State or local law for a moving traffic violation arising from the accident or
3. the vehicle made contact with any object which caused damage to the vehicle or object; said contact having been due to the apparent negligence of the driver as determined by the Administration.

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When a required alcohol or controlled substances test has not been administered within a reasonable time following the accident, the following actions shall be taken:

1. If the employee has not submitted to an alcohol test within two hours, the employer shall prepare and maintain on file a record stating the reason(s) a test was not promptly administered.
2. If the employee has not submitted to an alcohol test within eight hours, the employer shall prepare and maintain on file a record stating the reason(s) a test was not promptly administered.
3. If an employee has not submitted to a drug test within 32 hours, the employer shall prepare and maintain on file a record stating the reason(s) a test was not promptly administered.

An employee who is subject to post-accident testing must remain available or the employer shall consider the employee to have refused to submit to testing. The employee subject to post-accident testing must refrain from consuming alcohol for eight hours following the accident or until he/she submits to an alcohol test, whichever comes first.

#### Random Testing

Random alcohol testing shall be administered at a minimum annual rate of 25% of the commercial driver's license positions. An employee shall be randomly tested for alcohol only prior to performing, while performing or immediately after performing safety-sensitive functions.

Random drug testing shall be administered at a minimum annual rate of 50% of the commercial driver's license positions. Drug testing may be performed at any time while the employee is at work in any capacity or function.

Random drug and alcohol testing may be spread through the nine month or twelve month period of an employee's work year.

The random selection process for testing is done by computer using an employee's social security number drawn by the testing agency.

#### Return-to-Duty Testing

After engaging in prohibited conduct regarding alcohol misuse, the employee shall undergo a return-to-duty alcohol test before performing any safety-sensitive function. The test must indicate a breath alcohol concentration of less than 0.02%.

After engaging in prohibited conduct regarding drug use, the employee shall undergo a return-to-duty drug test before performing any safety-sensitive function. The test must indicate a verified negative result for drug use.

In the event a return-to-duty test is required, after a positive result for drugs or alcohol, the employee must also be evaluated by a substance abuse professional and participate in any assistance program prescribed.

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Return-to-duty tests need not be confined to the substance involved in the violation. If the substance abuse professional determines that an employee needs assistance with a poly-substance abuse problem, the substance abuse professional may require, for example, alcohol tests to be performed along with the required drug tests after the driver has violated the drug testing prohibition.

### Follow-up Testing

The number and frequency of the tests are to be determined by the substance abuse professional, but must consist of at least six tests during the first 12 months following the employee's return to duty. Follow-up testing may be done for up to 60 months. The substance abuse professional can terminate the requirement for follow-up testing in excess of the minimum at any time, if the substance abuse professional determines that testing is no longer necessary.

### Cost of Testing

The Board shall bear the cost of pre-employment testing, random testing and initial reasonable suspicion testing. If an employee is sent for a drug or alcohol test, other than a random test (return-to-duty, post-accident, etc.), the employee will pay for the test if the test is positive, the Board will pay if the test is negative. If a split specimen test is required by an employee, The Board will pay if the test is negative and the employee will pay if the test is positive. An employee will be paid the field trip rate of pay for time spent during random testing.

All other expenses relative to testing, evaluation by the substance abuse professional, treatment and follow-up care are at the expense of the employee.

### Procedures and Methodology

The United States Department of Transportation drug and alcohol testing procedures rule (49 CFR, Part 40) sets forth the procedures for testing. Test analysis is performed by laboratories certified and monitored by the United States Department of Health and Human Services. The Board and the service provider are in accord with these mandates.

The employee provides a urine specimen in a location that affords privacy. The collector seals and labels the specimen, completes a chain of custody documents and prepares the specimen and accompanying paperwork for shipment to the drug testing laboratory.

The Omnibus Act requires that drug testing procedures include a split specimen. Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to the laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the

employee has 72 hours to request the split specimen be sent to another certified laboratory for analysis. The split specimen procedure is at the employee's initiative.

### Test Results

When the result of a drug test is positive the employee must be removed from duty. However, removal cannot take place until the medical review officer has discussions with the employee and determined that the positive drug test resulted from the unauthorized use of a controlled substance. If the medical review officer cannot contact the employee directly, within a reasonable time period, he/she will direct the Board to advise the employee to make contact with the medical review officer.

Return to duty cannot take place until the employee has been evaluated by a substance abuse professional or medical review officer, complied with recommended rehabilitating and has a negative result on a return-to-duty drug test. Follow-up testing will consist of no less than six tests during the first months following the employee's return to duty and may extend to a 60 month period.

### Adulteration

United States Department of Transportation guidelines mandate that adulteration of any drug test will require a second witnessed test.

### Notification of Test Results and Recordkeeping

Employee drug testing results and records are confidential. Results cannot be released to others without consent of the employee.

Exceptions to these confidentiality procedures are limited to United States Department of Transportation agencies when license or certification actions are required or to a decision-maker in arbitration, litigation or administrative proceedings arising from a positive drug test.

Statistical records and reports are maintained by employers and drug testing laboratories. This information is aggregated data and is used to monitor compliance with the rules and to assess the effectiveness of the drug testing program.

The Board will maintain records of individual negative test results for a minimum of 12 months and all other records relating to the administration and results of the employee drug testing program for five years. The medical review officer shall be the exclusive custodian of all individual drug test results which must be maintained for five years.

### Employee Assistance

All employees in safety-sensitive positions will receive information that explains the requirements of the Code of Federal Regulations, Title 49, Part 381, together with a copy of the Board policy and procedures for meeting these requirements.

The information will identify:

1. the person(s) designated by the Board to answer employee questions about the materials;
2. categories of employees who are subject to the drug and alcohol testing requirements;

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3. information as to what period of the work day employee compliance is required;
4. information concerning employee conduct that is prohibited;
5. circumstances under which an employee will be tested for drugs and/or alcohol;
6. procedures that will be used to test for the presence of drugs and alcohol, the integrity of the testing processes, safeguard the validity of test results and insure that test results are attributed to the correct employee;
7. the requirement that an employee submit to drug and alcohol tests administered in accordance with Federal regulation;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. consequences for employees found to have violated the drug and/or alcohol prohibitions including the requirement that the employee be removed immediately for safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. consequences for employees found to have an alcohol concentration of 0.02% or greater but less than 0.04% and
11. information concerning the effect 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.

Upon becoming an employee, each commercial driver's license holder must sign a statement certifying that he/she has received a copy of the above materials.

Upon notification of a reasonable-suspicion test, the supervisor will immediately transport the employee to the location designated for the test.

Upon notification of a random test, the employee must immediately report to the location designated for the test.

The Board will notify an employee of the results of a pre-employment drug test if the employee requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The Board will notify an employee of the results of random, reasonable-suspicion and post-accident drug tests if the test results are verified positive. Notification will also identify which substances were verified as positive.

Employees subject to testing must inform their supervisor(s) if at any time they are using a controlled substance which a physician has prescribed for therapeutic purposes. Such a substance may be used only if identified in medical literature as not likely to produce effects which impair the ability to safely operate a commercial motor vehicle.

Enforcement

An employee who in any way violates Board prohibitions related to drugs and/or alcohol will receive from the Board the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug abuse and/or alcohol related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the employee needs in resolving such a problem.

Before returning an employee to driving and/or other safety-sensitive duties, if at all, the Board must insure 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 test with negative results, or an alcohol test indicating a concentration level of less than 0.02% which is considered negative and
4. is subject to unannounced follow-up drug and/or alcohol tests consisting of at least six tests in the first 12 months following the employee's return to duty.

Franklin City Schools  
Proposals for Drug and Alcohol  
Testing Consequences  
1-22-96

Test Results

Alcohol greater than  
or equal to .02% and  
less than .04%

Alcohol at .04% or greater  
or positive drug test

Consequences

1<sup>st</sup> Offense: removed from duty  
without pay for a minimum of three  
days and referred to substance abuse  
professional.

2<sup>nd</sup> Offense: Termination of  
employment and referred to substance  
abuse professional.

Termination of employment and  
referred to substance abuse professional.

Refusal or failure to be tested

Termination of employment and  
Referred to substance abuse professional.

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NOTE: THE DISCIPLINARY CONSEQUENCES OF VIOLATING THE DRUG AND ALCOHOL PROHIBITIONS ARE A RESULT OF THE BOARD'S MANAGEMENT AUTHORITY AND ARE INDEPENDENT OF THE FEDERAL AUTHORITY UNDER THE OMNIBUS TRANSPORTATION ACT OF 1991.

(Approval date: August 15, 2003)



File: EEACE

## 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 bus diesel engines can be harmful to students and bus drivers. Also, unnecessary bus engine idling wastes diesel fuel and financial resources. Therefore, the Board prohibits all unnecessary school bus diesel engine idling in excess of five (5) minutes. In addition, the Board prohibits the warming up of buses for longer than five (5) minutes, except in extraordinary circumstances.

Diesel engine idling in excess of five minutes in school loading zones is not permitted unless the operation of a wheelchair lift is required. This policy applies to all buses used to transport students to and from school, co-curricular/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: August 28, 2006

Revision Date: January 28, 2008

LEGAL REF:           ORC 3327.01  
                              4511.76  
                              OAC3301-83-20 (0)

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



## SPECIAL USE OF SCHOOL BUSES

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

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

### Approved Non-Routine Use of School Buses

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

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

5. trips for transportation of students and/or adults as approved by the Board to and from events within the local community which are school or local community sponsored (such events are open to the public);
6. emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services;
7. a civil emergency as declared by the governor;

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8. transporting school employees engaged in approved employee improvement programs  
or
9. transporting welfare reform participants and those participating in temporary assistance programs in coordination with local human service providers.

[Adoption date: August 15, 2003]

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

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



## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus transportation 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: August 15, 2003]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

EF/EFB

FOOD SERVICES MANAGEMENT/  
FREE AND REDUCED PRICE FOOD SERVICES

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

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

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

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

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

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

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

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

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



Students with Special Dietary Needs

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

Substitutions to regular school meals provided by the District are made for students who are unable to each 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 integrate 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: August 15, 2003  
Revised: August 28, 2006

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

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
JHCD, Administering Medicines to Students

## VENDING MACHINES

1. No food vending machines shall be placed in operation in any of the Franklin City Schools without the express permission of the Superintendent.
2. No food vending machine shall be in operation during the school lunch period unless it is specifically designated as a part of the school food service program.
3. In approving the use of vending machines during school hours (except at lunch time) the Superintendent shall consider the guidelines of the State Board of Education.
4. There shall be no candy, gum, frozen ices, carbonated beverages or any nonnutritive food sold during the school day lunch serving time.

[Adoption date: August 15, 2003]

## 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. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period.
3. Annually, the food service coordinator reviews and recommends to the Board the types of foods to be sold as part of the school lunch program.

[Adoption date: August 15, 2003]

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

CROSS REF.: IGDF, Student Fund-Raising Activities

## STUDENT WELLNESS PROGRAM

The District is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore it is the policy of the Franklin City Local School District that:

1. the District works to engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing Districtwide nutrition and physical activity policies;
2. all students in grades K-12 are offered opportunities, support and encouragement to be physically active on a regular basis;
3. the majority of foods and beverages sold or served at school meet nutrition recommendations of the U.S. Dietary Guidelines for Americans;
4. qualified child nutrition professionals provide students with access to a variety of affordable and nutritious foods that meet the health and nutrition needs of students;
5. to the maximum extent practicable, all schools in the District participate in available federal school meal programs and
6. schools offer nutrition education and physical education to foster habits of healthy eating and physical activity, and establish links between health education and school meal programs and related community organizations.

[Adoption date: May 22, 2006]

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

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

## COPYRIGHT

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

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

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

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

[Adoption date: August 15, 2003]

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

## TELEPHONE SERVICES

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

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

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

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

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

[Adoption date: August 15, 2003]

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

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

**CELL PHONE POLICY**

The administration has established the following regulations for the appropriate use of District-owned cellular telephones and other communication devices.

1. The Superintendent/designee approves the request by an employee for a cellular telephone or other communication device prior to purchase. The requesting employee provides the justification for purchase.
2. The Business Manager's office facilitates the purchase of all cellular telephones or other communication devices in accordance with applicable State laws and District policies including the selection of cellular carriers and identification of costs for equipments and rate plans.
3. The following approvals are required for the purchase of additional, supplemental or replacement equipment:
  - A. Business Manager/designee for staff members
4. The Business Manager/designee selects the rate plan which best meets the needs of the user considering the position of the user and the requirements for out-of-office duties.
  - A. The Business Manager/designee researches and establishes acceptable rate plans for consideration that meet the mission of the District.
  - B. The Business Manager/designee is responsible for making appropriate changes or adjustments to rate plans.
  - C. Detailed billing, delineating all calls placed and received, is required for all cellular telephones and/or communication devices.
5. The Business Manager/designee, as a minimum, completes an annual review of all cellular telephones or communication devices in order to determine if the:
  - A. phones are being used appropriately and frequently enough to justify continued use and
  - B. rate plan(s) assigned are appropriate for the type of use required.
6. The Business Manager/designee retains the right to suspend or discontinue the use of any or all cellular telephones or communication devices if determined to be in the best interest of the District.

7. Violation of the cell phone rules may result in disciplinary action up to and including termination of employment.

#### Damage, Loss or Theft

Cellular equipment that is damaged in the course of business should be brought to the Business Manager's office to be sent to the cellular plan administrator for repairs. Lost or stolen cellular equipment must be immediately reported to the employee's supervisor and to the Business Manager's office so that service can be cancelled. All costs incurred for replacement or repair are the responsibility of the District and/or the employee.

#### Usage Monitoring

The Business Manager is responsible for:

1. educating employees regarding appropriate cellular telephone procedures and providing monitoring for their usage. (In emergency situations supervisors may grant exceptions to usage. In such circumstances the employee must reimburse any charges incurred for personal use.);
2. instructing employees not to use District-owned cellular telephones while operating any vehicles;
3. explaining to employees their responsibility for lost, stolen or damaged telephones;
4. explaining to employees that telephones are to be used for District-related business and that the telephones may not be used to operate a personal business and
5. monitoring of monthly bills and employee reimbursements for personal use.

#### Personal Calls

The District provides cellular telephones to employees for the purpose of conducting District business. The use of District-owned cellular equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations

Approved: June 25, 2007



File IKEB

DATA AND RECORDS RETENTION

All records<sup>1</sup> 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.<sup>2</sup>

[Adoption date: August 15, 2003]

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

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<sup>1</sup>Records include any documents devices or items, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the District which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District. ORC Section149.011

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

## 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: August 15, 2003]

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, Classified Staff Fringe Benefits  
JHA, Student Insurance Program