

BOARD OF EDUCATION

POLICIES

SECTION E

SUPPORT SERVICES

EB - SAFETY PROGRAM

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

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

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

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

Adopted: March 16, 2006

Revised: February 17, 2014; September 18, 2014

EBAA REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from hazards that may result from industrial accidents or from the presence of asbestos materials and products or conditions identified by the State Board of Health as injurious to health and safety.

Toxic Hazards

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

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

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

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

Asbestos Hazards

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

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

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

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

Occupational Exposure Training

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

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

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

Records Availability

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

Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections, as required by OAC 3701-54, to ensure that conditions injurious to the safety or health of persons on District property are minimized.

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

1. access to the building and grounds at any time during regular school hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products that have been identified by the State Board of Health;
3. any records or other information the board of health considers necessary to evaluate the health and safety of the school and
4. a representative who accompanies the sanitarium during the course of the inspection, with advance notice from the board of health and upon request of the sanitarian.

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

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

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

Liability Disclaimer

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

Adopted: November 26, 2007

EBBA FIRST AID

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

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

The District provides employee automated external defibrillator (AED) training in accordance with State law.

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

Adopted: September 16, 2010

Revised: September 21, 2017

EBBA-R FIRST AID

Regulations

The following requirements shall be adhered to by all personnel.

1. A school nurse or other trained persons are responsible for administering first aid and emergency care 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 that 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 student.
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 meet all requirements of the State Board of Education.

Adopted: September 21, 2017

EBC - EMERGENCY MANAGEMENT AND SAFETY PLANS

Comprehensive Emergency Management Plan and Test

The Superintendent/designee develops a comprehensive emergency management plan meeting State law requirement for each building. The plan establishes protocols for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students. The plan includes a floor plan unique to each floor of the building, a site plan including all building property and surrounding property, and an emergency contact sheet. The plan is kept in a secure location and is not considered a public record.

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

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

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

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

Emergency Drills

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

LEGAL REFS.: ORC 149.433
 2305.235
 2923.11
 3301.56
 3313.20; 3313.536; 3313.717; 3313.719; **3313.951**
 3314.03; J314.16
 3701.85
 3737.73; 3737.99
 OAC 3301-5-01

CROSS REFS.: EBAA, Reporting of Hazards
 EBBA, First Aid
 EBBC, Bloodborne Pathogens
 ECA, Buildings and Grounds
 Security ECG, Integrated Pest
 Management EEAC, School Bus
 Safety Program EF, Food Services
 Management
 EFB, Free and Reduced-Price Food Services
 EFH, Food Allergies
 GBE, Staff Health and Safety
 JHCD, Administering Medicines to
 Students JHF, Student Safety
 KBCA, News Releases
 KK, Visitors to the Schools
 Emergency Management and Safety Plans Handbook

NOTE: THIS IS A REQUIRED POLICY

Adopted: November 26, 2007 (replaced EBD – Crisis Management)

Revised: November 19, 2009; December 16, 2010; February 22, 2018, November 15, 2018

EBC – R EMERGENCY MANAGEMENT AND SAFETY PLANS

(Administrative Rules/Protocols)

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

Administrative Rules/Protocols

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

1. A list of dangerous or recalled products.
2. Radon rules or protocols including evidence that each school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. Guidance regarding blood borne pathogen risk reduction.
5. Procedures for administering medications to students.
6. A written comprehensive safety plan addressing:
 - a) safety management accountabilities and strategies;
 - b) safe work practices;
 - c) accident analysis procedures;
 - d) job safety analysis procedures;
 - e) safety committees and employee involvement strategies;
 - f) employee safety and health training;
 - g) treatment of sick or injured workers;
 - h) safety and health hazard audits;
 - i) ergonomics;
 - j) transportation safety;
 - k) identification and control of physical hazards;
 - l) substance abuse; and
 - m) personal protective equipment.
7. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.
8. Material safety data sheets for every hazardous chemical used in each school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the main office of each building.)
9. Protocols on staff and student hand washing.
10. No-smoking signs.
11. The District's integrated pest management policy.
12. Protocols for using automated external defibrillators (AEDs).
13. Protocols for the management of students with life-threatening allergies.

Approved: December 16, 2010

Revised: February 22, 2018

EBCD - 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 that threaten the safety or health of students or staff members, law enforcement emergencies or other circumstances where the Superintendent determines a closure, dismissal or delay is necessary. It is understood that the Superintendent takes such action only after consultation with transportation and other necessary authorities.

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

The District may choose to make-up a maximum of three days via online lessons and/or blizzard bags.

NOTE: House Bill (HB) 153 (Budget Bill) of 2011 gives districts the option of allowing students to make up a maximum of three days via online lessons and/or blizzard bags. Policy language is not required; however, if a district chooses to participate in the program, it may want to consider adding optional policy language as well as regulation language setting forth what is required to be in the district's plan. The actual plan should not be included in the board policy manual, but regulation language setting forth what must be included in the plan may be useful for informational purposes. Senate Bill 3 (2016) removed the requirement for plans to be submitted to the Ohio Department of Education.

The changes of Ohio Revised Code Section (RC) 3313.48 are effective July 1, 2014, then the changes to hours and removal of calamity days takes effect.

HB 59 (Budget Bill) of 2013 deleted the concept of "calamity days" from the Revised Code and the requirement that districts designate a certain number of days as "contingency days." The bill modified the definition of the "minimum school year" and required school districts to be open for a certain number of hours, instead of a certain number of days. A district is still able to schedule "make-up hours," but these hours are only legally required if a school closes enough that it will fall below the minimum number of hours required for the year. HB 59 also renumbered the statute governing online lessons and/or blizzard bags. The language now appears in RC 3313.482.

Adopted: July 17, 1986

Re-Adopted by Revision: January 15, 2004

Revised: February 28, 2008; November 19, 2009; September 15, 2011; September 20, 2012;
February 17, 2014; February 22, 2017

EBCD – R EMERGENCY CLOSING REGULATIONS

In accordance with State law, Districts wishing to make-up missed days via online lessons must submit a plan to the Ohio Department of Education (ODE). The plan must include:

1. The number of days the District plans to make-up in this manner (maximum of three);
2. A statement requiring each classroom teacher to develop enough lesson plans to cover the number of make-up days specified in the plan;
3. A statement requiring the District to make the lessons available to students on the District's website as soon as practicable after school closure;
4. A statement granting students a two-week period from the date of posting to complete the lesson;
5. A statement specifying that teachers will grade the online lessons in the same manner as other lessons and that students may receive an incomplete or failing grade if the lesson is not completed on time;
6. A statement allowing students to work on posted lessons at school after it reopens if the student does not have access to a computer at his/her residence. The District may provide the student access to a computer before, during or after the regularly scheduled school day, or may provide a substantially similar paper lesson. Students without access to a computer at home will be granted two weeks from the date of reopening, rather than the date of posting to complete the lesson;
7. A statement indicating whether the District will utilize blizzard bags in addition to posting classroom lessons online. Blizzard bags are paper copies of the online lessons. If the District uses blizzard bags, teachers must also prepare paper copies of the online lessons, and the Board's plan to ODE must specify the method of distributing the blizzard bags, which may include distribution by a set deadline or distribution prior to an anticipated school closure.

The District must also secure written consent of the teachers' union. The Board then submits the plan along with a copy of the teachers' union consent to ODE by the deadline specified under State Law.

Adopted: September 15, 2011
Revised: February 17, 2014

ECAB - VANDALISM

Every citizen of the District, students and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the District and the name(s) of the persons believed to be responsible. Each employee of the District will report to the principal of the school every incident of vandalism known to him and, if known, the names of those responsible.

The Indian Creek Board of Education may offer a reward up to \$1,000 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, and is further authorized to delegate, as he 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 will be placed on a home referral basis. A parent conference will determine the final resolution.

Parents and students are made aware of the legal implications involving vandalism. Parents are liable up to \$10,000 plus court costs 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.

Adopted: March 17, 1983

Revised: November 21, 1996; Re-adopted by Revision: January 15, 2004

Legal Reference:

ORC: 2307.70, 2909.05, 3313.173.

ECB - MAINTENANCE AND SECURITY OF BUILDINGS, GROUNDS AND EQUIPMENT

It is the intent of the Board of Education to protect the property entrusted to it through a program of maintenance, safety, and repair. The Superintendent shall include funds in the annual appropriation to sustain a program of maintenance that will prolong the effective use of school property and equipment.

School buildings, grounds, and equipment shall be maintained in a clean, safe, functional and reasonably attractive condition. A program of preventative maintenance is supported by the Board.

Emergency Repairs

The Superintendent may authorize, in accordance with the law, emergency repairs to school property and equipment between Board meetings.

Fire Prevention and Safety

The teaching and practice of fire prevention within the schools is predicated upon the safety of students and employees and upon the protection of school property.

Directives of the Superintendent shall protect the students, employees and property by regulating, in accordance with the Ohio fire prevention standards, the use, storage and disposal of flammable and combustible liquids and materials.

The use of electrical equipment on school property shall be regulated to protect the user and to prevent damage to the equipment and property of the School District.

Decorations and display materials must meet the fire retardant or fireproofing regulations established by the Ohio fire prevention standards.

Security of Buildings and Grounds

All employees of the Board shall be responsible for the security of the buildings, grounds and equipment of the Board.

The Superintendent shall take appropriate action to insure adequate protection of school property by whatever means he/she deems appropriate including the use of law enforcement agencies.

The Superintendent is authorized to arrange for and to initiate security services and devices as may be necessary to protect the property of the School District.

Each school in the District shall have a school safety plan as required by O.R.C. §3313.536.

Alterations to Buildings

Any change, alteration, addition, or installation to or on property of the Board must have the Board's approval.

Re-Adopted by Revision: January 15, 2004

Legal Reference:

ORC: 3313.17, 3313.20, 3313.47, 3313.536.

ORC: Chapter 3737.

OAC: 3301-35-06(I)(2).

ECG - INTEGRATED PEST MANAGEMENT

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

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

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

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

Adopted: November 26, 2007

Revised: February 17, 2014

ECG- R INTEGRATED PEST MANAGEMENT

(Use of Pesticides)

The following specific regulations are used by District staff and contractors when pesticides or alternative pest-control products are used.

1. An Integrated Pest Management Program (IPMP) is developed and implemented to reduce the use of pesticides. Lawn care standards including mowing height and frequency, aeration, over seeding and fertilization are implemented to improve turf-grass density and reduce weed growth..
2. Structural and lawn chemicals such as insecticides, herbicides and fertilizers are chosen with as low a level of toxicity as practical. The least toxic or organic formulation with the safest method of application is selected when there is a choice of products with comparable cost and effectiveness. Products labeled “caution” are to be preferred over products labeled “warning” or “danger.”
3. Long-term storage of chemicals is kept to a minimum. Since many chemicals lose effectiveness with storage, and storage further increases risk, only enough of the product for a given application is purchased. All materials are stored in accordance with label instructions. All products and application equipment are stored in a separate facility away from classrooms and food preparation or storage areas. Storage facilities are kept inaccessible to students and the general public and are clearly marked as pesticide storage areas.
4. All chemicals have complete label instructions and remain in the original containers until used. Material Safety Data Sheets (MSDS) and sample labels for lawn chemicals are kept on file in the District and are readily available to anyone who must handle such materials or who may be exposed to the product. Structural pesticide labels and MSDS are filed in the District as well.
5. All applications of pesticides and fertilizers are made in strict compliance with the label instructions, and under no circumstances do the product concentrations exceed those specified in the application instructions.
6. An annual written plan of seasonal applications is distributed to building administrators and kept on file in the District. The plan contains the following information:
 - A. the season of the application;
 - B. the purpose of the application;
 - C. the product to be used;
 - D. the formulation of the product
 - E. an estimate of the amount of product to be used;
 - F. the district site and specific area to be treated;
 - G. the type of equipment to be used and
 - H. any requirements necessary to comply with the Ohio Department of Agriculture and the Ohio Environmental Protection Agency regulations, including any warning or notification signs.
7. All chemicals and organic products are applied at times that individuals are not in the immediate area or scheduled to use District facilities within the restricted entry limitations identified on the product label.
8. A sign is posted on each affected site seven days prior to the target application date identified in the seasonal application plan to notify staff and residents of pending applications. The sign includes a phone number to call to request additional information.
9. Treated school grounds are posted with a sign identifying the date and time of the application, product used and re-entry date and time. Signs remain posted for 24 hours after the expiration of the re-entry date and time.
10. Records are kept in the District following each application and contain the following information:
 - A. name of certified applicators supervising the application and name of trained service technicians making application;
 - B. application and re-entry dates;
 - C. District site and specific areas treated;

- D. pests controlled;
 - E. size of site treated;
 - F. trade name (brand name) and EPA registration number of chemicals used;
 - G. total amount of each chemical used;
 - H. rate of application and concentration of chemical formulation applied;
 - I. type of equipment used;
 - J. time of day, including the time of starting the actual application and the time of completion or, if uncompleted, the time when operations ceased for the day and
 - K. wind direction and velocity, air temperature and other weather conditions when applicable.
11. District employee(s) responsible for handling and applying pesticides are required to have a valid pesticide application license issued by the Ohio Department of Agriculture, or must work under the direct supervision of a licensed applicator as permitted by ODA guidelines.
 12. No school support groups, i.e., PTA, PTO, athletic boosters, etc. are permitted to apply chemicals on District property.
 13. Any contracted services requiring the use of pesticides or any other chemicals must abide by Board policy and administrative regulations.

Adopted: November 26, 2007

NEW REGULATION
INTEGRATED PEST MANAGEMENT

The District's Integrated Pest Management (IPM) program includes the following components:

Identification: A knowledgeable person or company competent to carry out pest management duties finds the origin of a pest problem or potential problem.

Prevention and Monitoring: Pest problems are prevented by routine monitoring, identification of potential pest problems and through education of the school community. When necessary, habitat modification is used to discourage pests from an area. The individual/company responsible for the District's IPM program routinely inspects the building, including entrances, food/water storage sites and restrooms for pest activity. The individual/company responds to complaints reported by students, staff, parents or other school community members.

Education and Training: Everyone in a school community plays a role in pest management. Students, staff and other stakeholders are provided with the information necessary to implement the IPM program successfully. The IPM policy is distributed to students and staff in District handbooks and to any individual/company hired to carry out pest management duties. Education and training programs address common human habits and other cultural practices that may be pest conducive.

Approved Least Toxic Chemical Use: Nontoxic methods of pest control are preferred. When applicable, the District uses environmental, cultural, mechanical and sanitation controls as the primary sources of pest control. If nontoxic methods of pest control fail or are impractical, the least toxic chemical pesticide that is effective is used. Application techniques that minimize exposure are approved prior to being used. Only trained and qualified workers handle and apply the pesticides. A record of all chemical control treatments is kept for at least three years. All records are made available upon request to the general public, the Ohio Department of Agriculture – Section of Pesticide Regulations and the board of health upon request.

Pre-Notification: Whenever possible, pesticides are administered during non-instructional periods and/or during school breaks. If it becomes necessary to administer pesticides during time school is in session, the administration provides notice to affected persons, prior to the date and time of the pesticide application. The notice includes the date, time and location of the application, the name of the product being used and the telephone number to contact the school/company for more information.

Adopted: November 26, 2007

EDEA - STAFF COMPUTER, E-MAIL, NETWORK, AND INTERNET USE

Purpose

The purpose of this policy is to define the proper use of computers, computer networks, messaging systems, electronic mail (e-mail) systems, Internet, or online services or wireless communication devices by staff members in the District. This policy applies not only to the use of District computers and other electronic equipment, including wireless devices, when on school grounds, but also when used by staff off of school grounds. This policy also applies to the use of staff-owned computers and wireless communication devices when using District networks. Likewise, this policy applies to the use of personally-owned computers, computer networks, messaging systems, electronic mail (e-mail) systems, or other forms of Internet access or online services or the use of any personal wireless communication device by staff members in the District during school hours while on District property or at a school sponsored event or activity.

Definition of “Wireless Communication Device”

A wireless communication device (“WCD”) is an electronic device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (“PDA”), Blackberries/smartphones, Wi-Fi-enabled or broadband access devices, two-way radios, video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real-time or delayed basis, sound, video or still images, text, or any other information. This definition does not include still or video cameras which have no communication capabilities. The District reserves the right, in its sole discretion, to determine which types of devices it will allow students to use pursuant to this policy. Such determinations are subject to change.

Policy

It is the responsibility of each employee to ensure that this technology is used for proper educational purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

Coverage

This policy applies to all users of the District’s computers, computer networks, messaging systems, electronic mail (e-mail) systems, Internet, or online services or District provided wireless communication devices. This policy also applies to all personally-owned computers, computer networks, messaging systems, electronic mail (e-mail) systems, or other forms of Internet access or online services or the use of any personal wireless communication device by staff members in the District during school hours while on District property or at a school sponsored event or activity.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the District are intended primarily for educational uses and work-related communications only. The following are uses that are unacceptable under any circumstances:

- The transmission, posting, or downloading, of any language or images which are pornographic or of a graphic sexual nature.
- The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, gender, age, religion, national origin, or sexual orientation.
- The transmission of messages or any other content which would be perceived by a reasonable person to be harassing, demeaning, threatening, disruptive or inconsistent with the Board of Education’s policies concerning equal employment opportunity or sexual harassment.
- Uses that constitute defamation (libel or slander).
- Uses that violate copyright laws.

- Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, “hacking” and other related activities or the transmission of a computer virus or an excessively large e-mail attachment).
- Any commercial or profit-making activities.
- Any fundraising activities, unless specifically authorized by an administrator.
- Any personal use or uses which are inconsistent with the educational goals and objectives of the District.

Guidelines

Smooth operation of the Board’s network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- Staff members must always follow the prohibition against releasing education records or personally identifiable information as set forth in FERPA and other state and federal laws regarding student privacy.
- Staff members are responsible for their behavior and communication on the Internet.
- Staff members may only access the Internet by using their assigned Internet/E-mail account. Use of another person’s account/address/password is prohibited. Staff members may not allow other users to utilize their passwords.
- Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- Staff members may not upload a worm, virus, or other harmful programming or form of vandalism.
- Transmission of any material in violation of any state or federal law or regulation, or Board policy is prohibited.
- Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- Staff members are expected to abide by the following generally accepted rules of network etiquette:
 - Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board’s computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - Never reveal names, addresses, phone numbers, or passwords of students or other staff members while communicating on the Internet.
 - Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- Use of the Internet to access, process, distribute, display or print child pornography and other material which is obscene, objectionable, inappropriate or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to or what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board’s computers/network (e.g., viruses) are also prohibited.

Security and Integrity

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the System Administrator or to a District Administrator any actions by students which would violate the security or integrity of any computer, network or messaging system

whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

On-Line Purchases

A staff member shall only use the network to make on-line purchases or payments for goods and services if the goods or services are being purchased by or on behalf of the District. Such purchases or payments must still have the prior authorization of the building principal or Superintendent's designee.

Right of Access

The operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The District, therefore, reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the District.

Staff members have no privacy interest in the contents stored on or accessed through, or in the internet activity of, the computers, computer network or messaging systems of the District. The District may search files, folders, pictures, video, internet activity, internet cache, web history, keychain items, or any data stored on or accessed by the computers, computer network, or messaging systems at any time.

Standards of Behavior for All Staff Online Activity

The laws, professional expectations, and guidelines for interacting with students, parents, and other members of the District community that staff members are expected to follow also apply to their online activity. This includes participation in social media sites, such as LinkedIn, Twitter, Facebook, YouTube, and MySpace, or blogs, wikis, and other forms of user-generated media.

Staff members are personally responsible for any inappropriate or illegal content they publish on social media sites. Staff members are discouraged from "friending" current students on social networking sites unless that social network site is provided by the District, or unless the student is a family member of the staff member.

Adopted: December 26, 1996

Re-adopted by Revision: January 15, 2004

Revised: August 17, 2017

EDEB - STUDENT E-MAIL, INTERNET AND COMPUTER USE

Access to the Internet is being offered by the Indian Creek Local School District. Only students, employees, Board of Education members and persons/organizations that have an official written relationship with the District are eligible for accounts. Accounts are closed when the person's/organization's status with the District is discontinued.

Personal Responsibility

By signing this policy, the student and parent are agreeing to follow the rules contained in this policy and to report any misuse of the network to the person(s) designated by the school or District for such reporting. Misuse means any violation of this policy or any other use that is not included in the policy but has the effect of harming the system or the property of others.

Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he or she has agreed will have computer network and Internet access. Access to the computer network and the Internet will expire when the student is no longer enrolled in the District, when access has been terminated by the District, or when the parent or guardian revoke their agreement in writing.

Internet – Terms and Conditions

- 1) **Acceptable Use** – The purpose of the District computer account is to support educational research in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work and communications. If the student has any doubt about whether a contemplated activity is for educational purposes, he or she may consult with the person(s) designated by the school to assist the student in deciding if a use is appropriate. Use of another organization's network 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: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities or product advertisement is not acceptable.
- 2) **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will determine what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. Administrators may deny, revoke or suspend the use of an account. Faculty and staff of the District may also request the appropriate administrator to deny, revoke, or suspend specific user accounts.
- 3) **Unacceptable Use-** Among the uses of the network that are considered unacceptable and which constitute a violation of this policy are the following:
 - a) Uses that violate federal or state law or encourage others to violate the law. Users should not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy and Code of Student Conduct; view, transmit or download obscene or pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - b) Uses that cause harm to others or damage to their property. Users should not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that another person is

communicating or otherwise use another's access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in

“hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

c) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. Users should not disclose or share their password with others or impersonate another user.

d) Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Users should not give others private information about themselves or others, including credit card numbers and social security numbers.

4) **Netiquette** – All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

a) Be polite. Do not get rude or abusive in messages to others.

b) Use appropriate language. Do not swear or use vulgar, suggestive, obscene, belligerent, threatening, harassing or any other inappropriate language.

c) Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which contains or is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, disability, or sexual orientation.

d) Do not assume that a sender of e-mail is giving his or her permission to forward or redistribute the message to third parties or to give his or her e-mail address to third parties. This should only be done with permission or when it is known that the individual would have no objection.

e) Do not use the network in such a way that would disrupt the use of the network by other users.

f) Be considerate when sending attachments with e-mail (when this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format which the recipient can open.

Internet Safety

1) **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials that are inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

2) **Personal Safety.** Be safe. In using the computer network and Internet, users should not reveal personal information, such as a home address or telephone number. Users should not use their last name or reveal any other information that might allow a person to locate the user without first obtaining the permission of a supervising teacher. Users should not arrange a face-to-face meeting with someone they “meet” on the computer network or Internet without parental permission (if under 18). Regardless of age, users should never agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

3) **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use that violates state or federal law

relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or that violates any other applicable law or municipal ordinance, is strictly prohibited.

4) **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is over 18 years of age, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet,

particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

5) **Active Restriction Measures.** The school, either by itself or in conjunction with the site providing Internet access, will utilize filtering software or other technology protection measures to prevent all users from accessing visual depictions that are (a) obscene, as that term is defined in 18 U.S.C. §1460, or (b) child pornography, as that term is defined in 18 U.S.C. §2256; and to prevent students from accessing visual depictions that are harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors, as determined by the Board and/or Superintendent or designee.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 U.S.C. §254(h)(7)), as meaning any picture, image, graphic image file, or other visual depiction that

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

6) The school shall provide education to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney fees) of any kind, suffered directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Board, the school, and the site that provides computer and Internet access to the District and all of their Board members, administrators, teachers, and staff harmless from any and all loss,

costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the school in the event the school initiates an investigation of the user’s use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District’s network.

Charges

The user will be responsible for any monetary charges incurred for use or purchase through computer accounts.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege and not a right. A user who violates this policy shall, at a minimum, have his or her access to the computer network and the Internet terminated, which the District may refuse to reinstate for the remainder of the student's enrollment in the District. A user violates this policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network or Internet, including any user whose access has been denied or terminated. The District may also take other appropriate disciplinary action.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents/guardians) or the new policy must be signed if the user wishes to continue to receive service. If, after account information has been provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Acceptance of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Indian Creek Local School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio, and the United States of America.

Adopted by revision: January 15, 2004

Revised: August 17, 2018

EDEB - STUDENT'S AGREEMENT

Every student, regardless of age, must read this policy and sign below:

I have read, understand, and will abide by the above Terms and Conditions for Use of the Internet. I further understand that any violation of the policy set forth above is unethical, a violation of the Code of Student Conduct, and may constitute a criminal offense. Should I commit any violation or in any way misuse my access to the District's computer network and the Internet, I understand and agree that my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken against me.

Student Name (Print or type clearly)

Home Phone

Student Signature

Date

Address

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that, when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy



PARENT'S OR GUARDIAN'S AGREEMENT

 Student's Name

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of this student, I have read, understand, and agree that my child or ward shall comply with the District's Terms and Conditions for Use of the Internet set forth above. I understand that this access is being provided for educational purposes only. I also recognize that it is impossible for the Board of Education to restrict access to all offensive and controversial materials and understand and acknowledge my child's or ward's responsibility to abide by this policy. I am therefore signing this policy and agree to indemnify and hold harmless the school, the Board of Education, and the site that provides the opportunity to the District for computer network and Internet access against any and all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is outside the school setting. I hereby give permission to issue an account for my child or ward to access the District's computer network and the Internet and certify that the information contained on this form is correct.

Parent or Guardian (please print): _____

Home Phone

Signature _____ Date ____/____/____

Address

Adopted: January 15, 2004

Revised: July 17, 2017

Indian Creek Local School District
EDEC – DEVICE GUIDELINES AND PROCEDURES

One (1) Chromebook (hereby known as **Device**) and one (1) power cord with power adapter will be issued to students. These items have been provided in good working order and are on loan to the student during the school year. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment 24 hours a day, 7 days a week throughout the school year. The items are to be returned to the school at the conclusion of the school year in proper working order and in sound condition. In the event this originally assigned Device needs repaired and a replacement is provided, the student is responsible for the replacement until the originally assigned Device is returned or it is determined that the original cannot be repaired.

Identification labels have been placed on the Device. These labels are not to be removed or modified. If identification labels become damaged or missing the technology support staff should be contacted immediately for replacements.

The Device that has been issued to this student is, and at all times, remains the property of Indian Creek Local School District and is being loaned to the student for educational purposes only for the school year. The Device must be used in accordance with the guidelines and procedures contained herein, the Student Handbook, the Indian Creek Local School District Computer Network/Internet Management and Use Policy, and any applicable laws.

The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of the Indian Creek Local School District.

General Guidelines

1. Each Device has been assigned to a specific student. Students should never “swap” or “share” their Device with another student.
2. Devices should be in a student’s possession or secured in a locker at all times while at school. Devices should not be brought to Physical Education classes unless specifically advised to do so by their Physical Education teacher.
3. Students are never to share their password with another student. Passwords should always be kept confidential.
4. Students are responsible for bringing their Device, fully charged, to school each day.
5. Students are responsible for saving or backing up their documents to Google Drive or their own external storage medium such as a USB drive. Students will be held responsible for lost or unsaved documents.
6. Students are not permitted to download or install any software on their assigned Device without the permission of the District Technology staff.
7. The student may not make any attempt to add, delete, access, or modify the Device in any way.
8. If the Device is lost or stolen, immediate notification is to be made to the school office.
9. Students, parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Device. Devices that are damaged or not working properly are to be turned in to the **Library Media Specialist** (in the library) or in the Main Office.

10. The school District is not responsible for any computer or electronic viruses that may be transferred to or from student storage mediums. The student agrees to use best efforts to assure that the property of the school district is not damaged or rendered inoperable by any such electronic viruses while in the student's possession.

Using the Computer for Internet and Email

1. Indian Creek Local School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while away from school.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Students should be aware that the District's Internet access, email, and any usage done with the Device are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

General Use and Care of the Computer:

1. The student may not deface or destroy this property in any way. Inappropriate use of the Device may result in the student losing their privilege to take the Device home. The equipment will be returned when requested by Indian Creek Local School District, or sooner, if the student withdraws from Indian Creek Local School District prior to the end of the school year.
2. If a protective case is provided with your Chromebook, it should never be removed. **Students may not add stickers, pictures, wording, etc. to the Device and/or the case if provided.**
3. Students are expected to treat the Device with care and respect. The Device is the property of Indian Creek Local School District, and should be kept clean and free of marks at all times.
4. Students are encouraged to help each other in learning to operate their Device. However, such help should be provided with voices and not hands. Students should operate their own Device at all times.
5. Any observed inappropriate or careless use of the Device should be reported to a teacher or other staff member immediately.
6. Students should not use the Device while walking. Devices should only be used while they are on a flat, stable surface such as a table. Devices are fragile, and if they are dropped, they may break.
7. Students should protect the Device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.

8. Devices should be protected from the weather, water, liquids, food, and pets.
9. Students should never eat or drink while using the Device.
10. Heavy objects (books, musical instruments, sports equipment, etc.) should never be placed or stacked on top of the Device.
11. Students should use care when plugging in the power cord (with charger) to their Device.
12. Devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Device to overheat, and will result in damage to the Device.
13. In the event the screen to the Device needs cleaned a soft, dry cloth or antistatic cloth should be used.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their assigned Device in accordance with the policies and procedures contained herein, the Student Handbook, the Indian Creek Local School District Computer Network/Internet Management and Use Policy, and any applicable laws. Failure to use this Device in an appropriate manner may result in any of the following consequences, as determined by the staff and administration of the Indian Creek Local School District:

- Revoking the privilege of taking the Device off of school property
- Detention
- Suspension
- Expulsion
- Civil or Criminal Liability under applicable law

Cost of Repairs or Damage

Under Ohio Revised Code 3109.09, parents or guardians having custody and control of students under the age of 18 are responsible for vandalism and damages rendered by their children, up to \$10,000, plus court costs. Students who are 18 years or older are held accountable in their own right.

Any malfunctions of the Device and/or accessories not caused by personal negligence will be covered by the Indian Creek Local School District.

Students and parents/guardians are responsible for all repairs and/or replacement costs caused by personal negligence. The replacement costs for each assigned item are indicated below.

- Device – Up to \$300.00
- Case – Up to \$25.00
- Power Cord – Up to \$25.00
- Power Adapter – Up to \$60.00

Students and parents/guardians may want to check with their personal insurance provider for possible coverage of these items if they feel the need. If students and parent/guardians feel the need for insurance, but do not wish to use a personal insurance provider, the Indian Creek Local School District will provide an optional protection plan through the District. This protection plan covers any negligent damages that are not intentionally done with no deductible. The protection plan is \$20.00/year for students. Families with two or more 5-8 students will pay \$15.00/year per student. The student must enroll in the plan within their first 20 school days in ICLSD. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The \$20.00 payment is nonrefundable and **only cash, personal check or money orders**

will be accepted for payment. Money orders/checks should be made out to the Indian Creek Local School District. **Please be advised that insurance through the Indian Creek Local School District does not cover lost or stolen devices, cases, or cords. Any item lost or stolen will have to be replaced at the cost of the student and/or parent(s).**

By signing below you are acknowledging that you have received and read over the 1:1 Device Guidelines and Procedures form and that you will abide by the guidelines and procedures explained in this document.

Students will not receive a Chromebook without a signed 1:1 Guidelines and Procedures Form on file at their building's office.

Parent(s)/Guardian(s) Signature: ___ Date: ___

Parent(s)/Guardian(s) Printed Name: _____

Student Signature: _____

Date: _____

Student Printed Name: ___

Please check one of the following options:

_____ We want to purchase the optional insurance for the Chromebook device. (If purchasing the insurance on the Chromebook, please send the cash or money order to school to cover the costs of insurance within the first 20 days of school.)

_____ We **DO NOT** want to purchase the optional insurance for the Chromebook device. (If not purchasing insurance on the Chromebook, the student and parents/guardians will be responsible to pay any costs associated with fixing damage to the Chromebook not covered by the manufacturer warranty.)

***** FOR OFFICE USE ONLY *****

- The student listed below purchased the optional insurance on their Chromebook device.
- The student listed below **DID NOT** purchase the optional insurance on their Chromebook device.

Chromebook ID: _____

Please initial below next to the items that you have received:

- Chromebook _____
- Carrying Case _____
- Power Cord _____

I, _____, am signing below, verifying that I have received all of the items checked above. I have also received a copy of the Indian Creek Local School District's 1:1 Device Guidelines and Procedures manual.

Student Signature: _____ Date: _____

*****FOR CENTRAL OFFICE USE ONLY*****

Adopted: August 17, 2015

EDED – SOCIAL MEDIA

The Board may establish an online presence through social media platforms. Many social media platforms are "interactive," in that they permit other social media users to post comments, photos, videos, audio, or other content/data on the webpages of other users within the relevant platform. While the Board's social media webpages may be interactive, they are not intended to serve as open public forums. Rather, the Board's social media webpages are limited public forums, dedicated to the purpose of informing the community about the activities of the District.

In furtherance of that purpose, the Board directs the District's Administrators to regularly monitor posts on the Board's social media webpages for violations of the following viewpoint neutral content restrictions:

Posts on the Board's social media webpages shall not:

1. Incite, threaten or advocate violence;
2. Harass, demean or defame other people;
3. Use obscene, profane or vulgar language;
4. Advertise commercial products or services;
5. Contain nudity or obscenity, or be otherwise harmful to minors;
6. Interfere with the functionality of the social media webpage;
7. Violate Board Policy or Administrative Guidelines;
8. Violate State or Federal laws or regulations;
9. Engage in any form of legally prohibited discrimination;
10. Contain personally identifiable student information, with the exception of "directory information, as defined in District Board Policy;
11. Endorse actions endangering the health or safety of students;
12. Violate the intellectual property rights, privacy rights, or other rights of another person or entity;
13. Advocate, incite or produce imminent lawless or disruptive action.

District Administrators are authorized to remove posts which violate any of the above restrictions, and may ban a social media platform user from making future posts if he or she has committed one or more violations of this Policy. A user whose post has been deleted, or who has been banned from making future posts, may appeal such determination to the Superintendent (or to the Board President in the event the initial deletion decision was made by the Superintendent), whose decision shall be final.

Before posting on the Board's social media webpages, community members should consider the following information:

1. The audience for such webpages includes the children enrolled in the District. As such, a mature, civil and courteous discourse is expected.
2. Complaints about District staff members should be registered directly with the District Administration and/or the Board of Education .
3. The Board may report a post to the appropriate law enforcement agency for investigation and/or prosecution.
4. A post may constitute a public record, subject to disclosure under O.R.C. §149.43.

Adopted: 11/21/19

EEA - STUDENT TRANSPORTATION SERVICES

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

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

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

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

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

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

Transportation to Community, STEM, STEAM and Private Schools

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

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

LEGAL REFS:

ORC 3327.01 through 3327.10
ORC 3327.015
ORC 3327.016
ORC 4511.76 through 4511.78
OAC Chapter 3301-83

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

Adopted: January 15, 2004

Revised: November 18, 2021

Legal Reference:

ORC: Chapter 3327, OAC Chapter 3301-83.

EEAB - SCHOOL BUS SCHEDULING AND ROUTING

Bus routes, schedules, and stops will be developed under the direction of the superintendent. The purpose of bus scheduling and routing will be to achieve maximum fleet of buses consistent with rendering reasonable equal service to all students.

Bus routes will follow the most direct roads practical for bus travel. When an alternate route can be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly.

Routes will be designed to eliminate as many turnaround points as possible, and to employ as nearly as practicable the full carrying capacity for each bus trip. No bus will be overloaded. Buses will be considered overloaded when the number of students required to stand exceeds 10% of the seating capacity. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

Authorized bus stops will be located at convenient intervals in places where students may board and get off cross highways, and await arrival of busses with the utmost safety permitted by highway conditions.

The number of bus stops on each trip will be limited, consistent with the policy stated as to service, so as to enable buses to maintain a reasonable average speed.

Insofar as educational requirements permit, school schedules will be adjusted to allow maximum use of each bus in the system by alternating elementary and secondary trips with the same fleet of buses.

Adopted: January 15, 2004

Revised: November 18, 2021

Legal Reference:

ORC: Chapter 3327.

OAC: Chapter 3301-83.

EEAC - 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. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup. Pupils in grades Kindergarten through eight may be required to walk up to one-half mile to a designated bus stop. Students in grades nine through 12, if offered transportation, may have to walk farther to a designated pickup point.
4. Emergency evacuations drills, supervised by someone other than the bus driver, are conducted regularly annually to thoroughly acquaint student riders with procedures in emergency conditions.
5. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
6. Students in kindergarten through third grade are given instruction on school bus safety and behavior within the first two weeks of the school year. Regularly transported students in grades four through 12 are instructed in safety procedures in accordance with State law.
7. Passengers participating in non-routine use of school buses will receive safety instructions at the beginning of the bus trip.

Note: School districts are encouraged to develop for distribution a drivers' manual that describes all the state requirements for drivers, as well as the local requirements of the transportation program, including the drivers' responsibilities for the care and maintenance of buses and other school vehicles.

Adopted: February 28, 2008

Revised: December 19, 2013; November 19, 2015

EEACC - STUDENT CONDUCT ON SCHOOL BUSES

While Ohio law requires the Indian Creek Local School District to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

In view of the fact that a bus is an extension of the classroom, the Indian Creek Local Board of Education shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building principal or the transportation supervisor, by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal in accordance with the Code of Student Conduct. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. Parents have the right to request discipline hearings with the building Principal or Assistant Superintendent in accordance with the Board's Policy on Student Conduct and Disciplinary Procedures.

Policies Relating to Student Bus Conduct

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 the safety and proper maintenance of school buses.

Students will:

1. Be careful in approaching bus stops - - walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus 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 in a manner similar to that of a teacher in a classroom.
4. Reach assigned seats in the bus without disturbing or crowding other students; remain seated while the bus is moving.
5. Obey the driver promptly and respectfully; realize that he has an important responsibility and that it is everyone's duty to help.
6. Keep the bus clean and sanitary. No glass containers are permitted on the bus at any time.
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms and hands inside the bus at all times. Windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Not vandalize school bus equipment.
11. Remain seated until the bus stops to unload; wait for signal from the bus driver and then cross the road in front of the bus.
12. Obey all rules and regulations established by the school board and/or the school administrators.

Discipline

When discipline problems with individual students arise, the following procedure should be applied:

1. The driver should handle the problem if possible.
2. When the driver is unable to solve the problem, he or she will turn in all copies of the disciplinary report form to the respective building principal for disposition. The driver will then report the student's name and the school building to the Transportation Supervisor for follow-up. The Transportation Supervisor and driver, if necessary, will confer with the Principal. The disciplinary disposition of the case will be by the Principal of the school.

3. Students waiting at a school for pickup will be the joint responsibility of the administrator of that school and the school the student attends. Students should arrive at pickup points no more than ten minutes and no less than five minutes prior to the scheduled time of the arrival of the school bus.

Suspension of Bus Riding Privileges

Riding to school is a privilege and convenience. The failure of a student to follow rules and regulations may result in his/her forfeiting of the privilege of transportation by school bus.

The Superintendent, Assistant Superintendent, Principal, or Assistant Principal may suspend a student from any particular or all school bus riding privileges of the District for up to one (1) full school year. The Superintendent or Principal must give a student written notice of the intention to suspend. The student shall be provided an opportunity to appear at an informal hearing before the Principal, Assistant Principal, Superintendent, or Assistant Superintendent to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend. Whenever a student has attained eighteen (18) years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign a form for the notice to parents or guardian, the refusal will be noted in the presence of a witness. The Principal, Assistant Principal, Superintendent, Assistant Superintendent is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing. Appeal procedures do not apply.

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 bus driver will be sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures have been followed.

The Board's policy regarding bus-riding privileges must be posted in a central location in each school building 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.

Re-adopted by Revision: January 15, 2004

Revised: August 20, 1987; November 21, 1996; November 20, 2008

EEACCA - 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, shall utilize video cameras on all school vehicles transporting students to and from curricular and extracurricular activities.

The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The videotapes are student records subject to School District confidentiality, Board policy and administrative regulations.

Guidelines

1. The transportation supervisor will determine which buses will utilize a camera.
2. Camera installation and removal will be performed by the transportation supervisor or his/her designee.
3. Video tapes will be removed by the transportation supervisor or his/her designee.
4. Video tapes will be kept by the transportation supervisor in a secure place.
5. Only the transportation supervisor and administrators may view video tapes. No other employees may process or view the tapes without permission from the Superintendent. Unauthorized viewing of a tape will result in disciplinary action as outlined by State law and the Negotiated Agreement.
6. The transportation supervisor is the only person who may view the video tapes to determine if any disciplinary conduct reports should be given to the building principal.
7. If student misconduct is evidenced on tape, the tape is to be kept until discipline or appropriate action has been taken by the building principal. The tape may be used as evidence by the transportation supervisor and the principal if said evidence is required. The parent may view the still frame which proves the alleged violation. Parents ARE NOT to view OTHER students via moving video tape.
8. A tape is to be kept only as long as it remains necessary evidence to dispose of a case. Once a disciplinary action has been substantiated and there is no reason to keep the tape, the transportation supervisor is to erase the tape and store it for reuse.

Adopted: November 15, 1995

Re-adopted by Revision: January 15, 2004

Legal Reference:

ORC: 3313.20, 3327.014.

EFACCB - COMMUNICATION DEVICES ON DISTRICT VEHICLES

The Board, as part of the District's ongoing program to improve student discipline and to ensure the health, welfare, and safety of all those utilizing District vehicles, may provide authorized drivers access to communication devices on District buses for curricular, co-curricular, and extracurricular activities. Use of personal communication devices on District vehicles shall be in accordance with Board Policy.

1. The transportation supervisor will determine which vehicles will utilize a communication device.
2. Communication device installation and removal will adhere to the procedures developed by the transportation supervisor.
3. Misuse and/or negligence by an authorized driver will result in disciplinary action.
4. Communication devices not in use will be stored in a secure place as identified by the transportation supervisor.
5. The transportation supervisor is the only person who may determine if any disciplinary conduct reports should be filed. Employee reports shall be given to the District Superintendent; student reports will be given to the respective building principal.
6. Communication devices shall be used only to ensure the health, welfare, and safety of those utilizing the District vehicles. All communication devices shall be used in a responsible manner.
7. Use of communication devices must be only when the vehicle is stopped or pulled off the road. The only exception to this rule is in the case of an emergency.
8. Proper protocol for 911 communications devices must be adhered to at all times. Use of profanity will not be tolerated. Violations of 911 protocol will result in disciplinary action.
9. Appropriate administrative guidelines will be developed by the transportation supervisor.

Adopted: March 19, 1998

Re-adopted by Revision: January 15, 2004

EEACCC -SCHOOL BUS EMERGENCY AND EVACUATION PROCEDURES

The safety of students is a primary concern of the Board of Education. This policy is intended to address safety issues and emergency procedures relating to the transportation of students.

A. Medical Emergency Procedures:

In the event of an emergency requiring medical attention to a student that might result in the need for EMS services on a school bus the following procedure shall be used:

1. Stop the bus in a safe area and turn on the hazard lights.
2. Radio the bus garage and state the nature of the emergency. The bus garage will call 911.
 - a. If the radio does not work, use one of the following procedures:
 - (1) Proceed to the nearest available telephone and call 911 and then contact the bus garage or the Administration office.
 - (2) Send two students to the nearest house with the prepared emergency slip.
 - (3) Flag down an oncoming motorist and give them the prepared emergency slip.
 - b. Student's age, bus location, and the nature of the emergency, may necessitate decisions and/or adjustment by the driver regarding this procedure.
3. Attend to the needs of the student. (According to your ability)
4. Wait for EMS, police and/or an administrator's directive before moving bus.
5. Check the student's medical emergency form for further information or instructions.

B. Accident Procedures:

In the event that a bus is involved in an accident, the following procedures shall be followed:

1. The bus should not be moved unless directed to do so by the law enforcement agency.
2. The bus driver must make a decision as to whether an emergency evacuation must be done and what type to implement.
 - a. If no dangerous situation is present, students should remain on the bus and be assured that everything will be all right.
 - b. Evacuate students immediately if a dangerous situation is present (fire, smoke, etc.)
 - c. No student shall be released to anyone without proper authorization by school officials or law enforcement officials.
3. The bus driver should check for any injuries.
 - a. Apply basic first-aid procedures.
 - b. Obtain assistance from by-standers.
4. The appropriate school officials, law enforcement officials and emergency services shall be notified:
 - a. Radio the bus garage and state the nature of the emergency and location.
 - b. If the radio does not work, send two students to the nearest phone with prepared emergency slip.
 - c. The bus garage will call the appropriate law enforcement agency and 911 emergency.
5. The scene of the accident should be protected from further accident or injury by employing safety devices (flares, etc.).
6. The bus driver shall collect and record data essential to the preparation of required reports.
 - a. The information must include but not be limited to the following:
 - (1) Have student emergency forms ready if necessary
 - (2) Date, time, and place of accident
 - (3) Bus vehicle information
 - (4) Other vehicle's information (driver's name, license number and name of insurance company)
 - (5) Injured persons
 - (6) Damage to property

- (7) Description of accident
- (8) Witnesses
- (9) List of all students on bus
- (10) Weather condition
- (11) Visibility
- (12) Road condition

- b. All accident information shall only be shared with school officials and law enforcement officials.
7. Upon return to the bus garage, the driver shall complete the following reports:
- a. School Bus Accident Form.
 - b. State of Ohio Motor Vehicle accident report.
 - c. Phone accident information to insurance carrier.

C. Disability of driver:

In the event of injury or disability of the bus driver, these procedures will be followed:

- 1. School bus emergency evacuation drills are practiced three times a year with regular bus riders.
 - a. Line leaders are trained to perform certain tasks to assist a disabled driver, if necessary.
 - b. Students are trained to take the emergency slip to the nearest home, and to operate the radio.

D. School Bus Failure:

In the event of a mechanical breakdown of a school bus, the driver shall follow these procedures:

- 1. Make a decision whether students need to be evacuated. Assure them that everything will be all right.
- 2. The appropriate school officials shall be notified using the radio or emergency slip procedures listed earlier in this policy.
- 3. Secure the bus from accidents by use of warning devices, hazard lights, flares, etc.
- 4. The bus garage will be responsible for securing alternate equipment and repairing and recovering the disabled school bus.

E. Inclement Weather Conditions:

In the event of school closings, delayed starts and/or early dismissals, drivers will be notified. Parents and students will be notified through local radio/TV stations.

F. Tornado:

In the event of tornado sightings and/or warnings the following shall be used:

- 1. If a tornado warning is received, school buses shall not be loaded or put in transit until the "all clear" is announced.
- 2. All bus drivers and students shall seek shelter inside the school building in designated areas.
- 3. Protection of pupils on buses in transit to or from school is the primary responsibility of the bus driver. As soon as the driver becomes aware of a warning or visually observes a tornado, the driver shall take the following actions:
 - a. Find the nearest public building, such as a fire station, police station, school, etc., or a ravine or ditch.
 - b. Evacuate the bus taking the first aid kit and student emergency forms.
 - c. After danger has passed, the driver shall check pupils for shock or injury.
 - d. Administer first aid and request assistance.
 - e. Contact the bus garage to report the nature of the situation.
 - f. If assistance is not needed, board the pupils on bus and take them to their destinations.

G. Evacuation:

The bus driver shall organize and conduct three emergency exit drills for all students who ride school buses to and from school.

Legal Reference:

O.A.C. 3301-83-15.

1. Each of the following three emergency procedures shall be conducted at least once annually:
 - a. Everyone exits through the front door.
 - b. Everyone exits through the rear emergency door.
 - c. Front half exits through the front and the rear half exits through rear door.
2. All drills shall be arranged and scheduled by the Administration in cooperation with the building principal at each school. Bus drivers will conduct the sessions.
3. Drills shall be held on school property, if possible.
4. The driver shall stay in the bus during evacuation drills. The parking brake must be set, the ignition turned off, the key removed, and transmission set in gear or park.
5. Students shall not take lunch boxes, books, etc., when leaving the bus.
6. Pupils shall assemble at a distance of at least one hundred (100) feet from bus in an "emergency drill" and remain there until given further directions.
7. Emergency evacuation of disabled pupils may require modification of the above procedures.
8. The school bus driver shall demonstrate and explain all other emergency exits: i.e., windows, roof hatches, side doors, emergency air release on doors, etc.; not used during the three prior emergency exits described in this policy.

H. Communication:

1. Parents
In the event of a medical emergency, bus accident, disability of driver, or tornado, parents will be contacted as soon as possible by a School Administrator or designated School District Personnel.
2. Media
The Superintendent of Schools or designee will serve as the District's spokesperson regarding all dissemination of information to the media.

Adopted: January 15, 2004

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

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

Adopted: December 19, 2013

Revised: November 19, 2015

EEACD-R DRUG TESTING FOR DISTRICT PERSONNEL REQUIRED TO HOLD

A COMMERCIAL DRIVER'S LICENSE - REGULATIONS

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

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

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

Pre-Employment Tests

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

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

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

Post-Accident Tests

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

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

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

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

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

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

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

Random Tests

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

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

selection will be passes over and an alternate driver will be tested under the random draw. The number of bus drivers selected for random testing is in accordance with federal regulations.

Reasonable Suspicion Tests

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

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

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

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

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

Records

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

Notifications

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

1. The person designated by the Board to answer driver questions about the materials;
2. Categories of drivers who are subject to the drug and alcohol testing requirements;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required;
4. Specific information concerning driver conduct that is prohibited;
5. Circumstances under which a driver is tested for drugs and/or alcohol;
6. Procedures that are used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. Consequences for drivers to have violated the drug and alcohol prohibitions, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment
10. Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 and
11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem; and available methods

Legal Reference:

O.A.C. 3301-83-15.

of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

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

Enforcement

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

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

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

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

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

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

Approved: December 19, 2013

Revised: February 22, 2018

Legal Reference:

O.A.C. 3301-83-15.

EEAD NON-ROUTINE USE OF SCHOOL BUSES

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

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

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

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

1. The use of District-owned buses is scheduled through the transportation office.
2. Fees charged to groups for the use of the buses are established and made part of District regulations.
3. The drivers of the buses must meet all Federal, State and District requirements for school bus drivers, and be registered with the Ohio Department of Education as a qualified bus driver.
4. The drivers of the buses ensure that the buses are not overloaded, emergency exits are not blocked, and that students conduct themselves in a safe and orderly manner while in the buses and that the buses are operated in a safe and lawful manner.
5. The drivers of the buses are responsible for reporting in writing to the transportation office the condition of buses, particularly any need for repair or servicing.
- 6.

The District is permitted to make its school buses available to a municipal corporation or other political subdivision or agency of the state, or with an agency of the federal government to operate its buses to assist the agency, group, organization, or political subdivision in the fulfillment of its legitimate activities and in times of emergency.

LEGAL REFS:

ORC 3327.01
ORC 3327.05
ORC 3327.018
ORC 3327.10
ORC 3327.13
ORC 3327.14
ORC 3327.15
OAC 3301-83-16

CROSS REFS.: EEACD, Drug Testing for District Personnel Required to Hold a Commercial Driver's License

GBQ, Criminal Records Check

IICA, Field Trips

Adopted: November 18, 2021

EEBA - TRANSPORTATION OF STUDENTS IN BOARD OWNED VEHICLES

The Board of Education has determined that there are situations in which it cannot reasonably provide for the transportation of students by school bus. Therefore, the Board of Education authorizes the transportation of students to and from school and school related activities and events in Board owned, leased, or contracted vehicles other than school buses subject to the provisions of this policy and O.A.C. 3301-83-06 and 3301-83-19.

The Assistant Superintendent and/or his designee may permit the transportation of students in Board owned, operated, or contracted vehicles other than school buses, when it is determined that school bus transportation cannot be reasonably provided. However, these vehicles shall not be routinely used for service between home and regularly scheduled school sessions except for preschool children, special needs children, children inaccessible to school buses, and students placed in alternative schools.

Vehicle Requirements

All Board owned, operated, or contracted vehicles other than school buses used for the transportation of students must have been originally designed and constructed at the factory for nine passengers or less, not including the driver, and shall be equipped with the following:

- A. Safety equipment, including a fire extinguisher, first-aid kit, body fluid cleanup kit, fuses, spare fuses, and emergency reflectors;
- B. A rooftop sign marked "school transportation;" and
- C. The name of the School District or the name of the contractor clearly marked on the side of the vehicle.

A qualified mechanic shall inspect these vehicles at least two times per year. The inspection shall cover, at a minimum, all applicable sections of the school bus inspection requirements set forth in O.A.C. 3301-83-11. In addition, the Assistant Superintendent and/or his designee shall establish and implement periodic maintenance intervals for these vehicles. Documentation and proof of these inspections and service procedures shall be kept on file in the transportation department.

Driver Requirements

All drivers of Board owned, operated, or contracted vehicles other than school buses must comply with the following requirements.

- A. Be eighteen years of age with a minimum of two years of driving experience;
- B. Complete an annual driver record check and have no more than eight points and/or no six point convictions within the last twenty-four months as verified by an abstract driver record from the Bureau of Motor Vehicles;
- C. Hold a valid driver's license;
- D. Provide proof of financial responsibility or be insured by the Board of Education;
- E. Provide a satisfactory report from the Bureau of Criminal Identification and Investigation every six years;
- F. Be physically qualified as determined by O.A.C. 3301-83-07;
- G. Pass drug and alcohol testing;
- H. Complete a minimum of four hours of preservice driver training; and
- I. Complete two hours of annual inservice training.

A certificate of completion of these requirements for each driver shall be kept on file with the Athletic Director, Transportation Supervisor, Principal, and Assistant Superintendent.

Vehicle Operation

The vehicles shall be operated at all times in accordance with all applicable laws, regulations, and ordinances, and the policies and procedures of the Board of Education.

It shall be the responsibility of each driver to complete and document a daily pre-trip inspection.

Legal Reference:

OAC: 3301-83-06, 3301-83-07, 3301-83-11, 3301-83-14, 3301-83-19.

Loading and operation of the vehicles shall be in compliance with the passenger, weight, and other associated restrictions and instructions as identified by the original manufacturer of the vehicle.

Administrative, Staff, and School Security Personnel Requirements

No principal, teacher, security officer, staff member, or coach shall transport any student in any vehicle if they do not have a certificate and the vehicle is not appropriately marked with signage and equipped with safety equipment. However, this does not preclude a principal, security officer, or other staff member from transporting a student in his/her personal vehicle in the event of an emergency threatening the health and safety of the student or staff member.

Adopted: January 15, 2004

Legal Reference:

OAC: 3301-83-06, 3301-83-07, 3301-83-11, 3301-83-14, 3301-83-19.

EFA - FOOD SERVICE PROGRAM

Purpose

The Board recognizes the school food service program as an integral part of the educational program. The program shall provide a practical form of education in nutrition and sanitation.

All schools in the District shall provide a school food service program that offers nutritional lunches on a daily basis to students and employees of the Board.

Standards for Sale of Food and Beverages

Through its food service program, the Board has a responsibility to encourage the students to form healthy eating habits. Many students tend to eat non-nutritious or "junk" foods, which contribute to: tooth decay, obesity, diabetes, and heart disease. Therefore, standards governing the types of food that may be sold in the schools and the time and place each type of food may be sold will be enforced. The standards will be based on the following guidelines:

1. The types of food sold in the schools will be determined as to their potential to contribute significantly to the daily nutritional needs of children and to enhance the School District's nutrition philosophy and nutrition education curriculum.
2. The time of day and place for the sale of food to students will be consistent with the nutrient intake needs and eating patterns of the students and compatible with class schedule for schools within the District.

Financial Operation

The school lunch program shall be operated on a self-supporting basis. The School District may accept supplemental aid from the state and federal governments in order to support the program. The Board may consider furnishing supplementary assistance.

Cafeteria Standards

Cafeterias shall meet all standards established by local, state and federal officials.

Free and Reduced Price Food Services

The District will take part as feasible in the National School Lunch Program and other food programs that may become available to assure that all children in the District receive proper nourishment.

As required by law and regulation of State, the Board will offer free and reduced price lunches and free milk to those qualifying children. In accordance with the guidelines for participation in these programs and the wishes of the Board, no child who a teacher believes is improperly nourished will be denied a free lunch, breakfast, milk, or other food simply because proper application has not been received from his parents or guardian.

The Superintendent will establish regulations that conform with requirements for participation in programs for free and reduced price meals and supplementary food. Such regulations will be reported to the Board as needed for its approval.

Heimlich Maneuver

At least one employee who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver shall be present while students are being served food.

Adopted: June 21, 1990

Re-adopted by Revision: January 15, 2004

Legal Reference:

ORC: 3313.81, 3313.812, 3313.813, 3313.814, 3313.815

OAC: Chapter 3301-91

EFB - FOOD SERVICE 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 school through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

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 mild are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

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

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

In addition to those required by Federal law, the district complies with all State law requirements for the provision of school breakfast programs.

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

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

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

Meal Charges

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

Students with Special Dietary Needs

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

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

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including food 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

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 of 1966; 42 USC 1771 et seq.

Americans with Disabilities Act; 42 USC 12101 et seq.

Rehabilitation Act; 29 USC 794

ORC 3313.719

ORC 3313.81

ORC 3313.812

ORC 3313.813

ORC 3313.815

ORC 3313.818

ORC 3314.18

OAC 3301-91-01 through 3301-91-09

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability

EFF, Food Sale Standards

EFG, Student Wellness Program

EFH, Food Allergies

JHCD, Administering Medicines to Students

JN, Student Fees, Fines and Charges

Adopted: November 19, 2009

Revised: July 21, 2011; August 17, 2017; July 15, 2021

EFC - FOOD SERVICE PROGRAM STUDENT CHARGE POLICY

In an attempt to prevent misuse of cafeteria charges and establish an equitable system for all students, Indian Creek Local School District will enforce a Cafeteria Student Charge Policy. There will be a limit to the amount of charged meals by students in the cafeteria. That limit shall be three (3) meals, not to exceed the price of three (3) meals. Therefore, the liability to the parent/guardian will never exceed the price of three (3) meals at any given time.

Indian Creek Local School District will allow a student to “charge – be given credit” up to the value of three (3) reimbursable lunches. Then the cafeteria account is cleared, the charge option, although discouraged, will be restored.

Students who do not have money for a meal on a particular day may request to charge a meal. The charge is expected to be paid on the following school day. Appropriate records will be maintained by the cashier.

If a second request to charge a meal is made by a student, without the previous charge having been paid, such may be granted, and the student’s parent/guardian will be called that day noting that a second charge has been made to the student. The two (2) charges are expected to be paid on the following day.

In the event that a third charge is requested without the two (2) previous charges having been repaid, such may be granted. A letter will be sent home to the parent/guardian informing them that no further charges will be allowed. Students in grades K-6 will be provided with an alternate meal, may pay cash for a regular meal, or may bring a meal from home until charges are paid. Students in grades 7-12 will be required to pay cash for a regular meal or bring a meal from home until all charges are paid. No alternative lunch will be provided. A follow-up telephone call may assure that the letter has been received by the parent/guardian. If there is a financial hardship, the parent/guardian will be encouraged to contact the Food Service Director, where an application can be made for free or reduced lunch.

After the third charge, students in grades K-6 will be provided with an alternative meal (i.e., cheese sandwich, fruit, vegetable, mild) rather than the two (2) main entrees offered that day until all charged meals are paid. The students will still be required to pay for the alternative meal.

The school will not deny a regular meal to a child who pays cash on a daily basis even if their account is deemed delinquent due to charges.

Only full lunches may be charged. There is no charging allowed for any ala carte items. Students who are on the free or reduced lunch program are still required to pay for ala carte items as these items do not meet the definition of a full, reimbursable meal.

Indian Creek Local School District Policy for unpaid charges for all students (K-12) will result in the following until delinquent funds are paid:

1. Telephone call home (One-Call) may be used).
2. Letter sent home.
3. Meeting between school Principal and parent(s)/guardian(s).
4. Retention of report cards, holding of transcripts, holding of college applications, loss of parking privileges at ICHS, no extracurricular events permitted (school dances, participation in athletics, etc.)

This policy will be included in a letter to parents annually and at other times deemed appropriate by the building Principal.

Adopted: July 23, 2015

EFD- WELLNESS POLICY AND GUIDELINES

As required by law, the Board of Education established the following wellness policy for the Indian Creek Local School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, school can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so instruction is standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall include a comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
5. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
6. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
7. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
8. The District shall provide information (on the District's web page) to parents designed to encourage them to reinforce at home the standard and benchmarks being taught in the classroom.

B. With regard to physical activity, the District shall:

Physical Education

1. A comprehensive physical education program shall be provided for students in accordance with the standards and benchmarks established by the State.

2. The physical education curriculum shall provide instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
3. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
4. The comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
5. All students in grades 7-12 shall have the opportunity to participate in extracurricular activities that emphasize physical activity.
6. All students in grades 7-12 shall have the opportunity to participate in interscholastic sports programs.

Physical Activity

1. Physical activity and movement shall be integrated, when possible, across the curriculum and throughout the school day.
 2. All students in grades K-6 shall be provided with a daily recess period.
 3. The school shall encourage families and community organizations to institute programs that support physical activity of all sorts.
 4. The Physical Education program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
 5. Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
 6. Properly certified highly qualified teachers shall provide all instruction in physical education.
 7. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
 8. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
 9. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
 10. Planned instruction in physical education shall take into account gender and cultural difference.
- C. With regard to other school-based activities the District shall:
1. The schools shall provide adequate time for students to eat.
 2. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
 3. The school shall provide attractive, clean environments in which the students eat.
 4. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
 5. Students, parents, and other community members shall be access to, and be encouraged to use, the schools' outdoor physical activity facilities outside he normal school day.
 6. An opportunity for a wellness program shall be available to all staff.
 7. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
 8. Schools in our system utilize electronic identification and payment systems, there, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
 9. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
 10. Food should not be used as a reward or punishment on a continuing basis.

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE DURING THE SCHOOL DAY

- D. In accordance with Policy EF (Food Service) the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

1. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritional value.
2. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
3. All foods available during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations. Fruits and vegetables must be offered as choices.
4. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to students a la carte or from vending machines. Any food items served at lunch, in place of lunch, must be offered to our contracted food service.
5. Beginning with the 2006-2007 school year, all foods available to students during the school serving hours shall comply with the current USDA Dietary Guidelines for Americans.
6. All foods available during dining hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, for fundraisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.
7. The school food service wellness program shall involve the Curriculum Improvement Council.
8. Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
9. All foods available to students in District programs, including the food service program, shall be served with consideration for promoting student health and well-being.
10. Any food items sold during dining hours as a fundraiser shall meet the current USDA Dietary Guidelines for Americans. The food service provider has first option to provide the items that are sold.
11. The school shall prepare and post to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.
12. Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans. Fruits and vegetables should be used as options.
13. The food service program shall be administered by a director or designee who is properly qualified, certificated, and/or licensed, according to current professional standards.
14. All food service personal shall receive pre-service training in food service operations.
15. Beverages:
 - Allowed: water, fruit and vegetable juices and fruit-based drinks that contain at least 25% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally equivalent nondairy beverages (to be defined by USDA).
 - Not Allowed to be Sold During Service Times: soft drinks containing caloric sweeteners; sports drinks; ice teas; fruit-based drinks that contain less than 25% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine (excluding low-fat or fat-free chocolate milk).
16. Foods
 - A food item sold individually: will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined; will have not more than 35% of its weight from added sugars; will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per service for pastas, meats, and soups, and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
17. Food portion sizes are limited to a single service.

The Board designates the Superintendent or his designee as the individual(s) charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy.

The Superintendent or designee shall report on the District's compliances with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

Review of this policy shall occur every year, by the Curriculum Improvement council appointed by the Superintendent or his designee, consisting of representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Superintendent with any recommended changes to this policy.

Adopted: May 22, 2006

EFF - FOOD SALE STANDARDS

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

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

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

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

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

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

CROSS REFS: EF, Food Service Management
EGQ, Student Wellness Program
IGDF, Student Fundraising Activities.

Adopted: June 15, 2011

Revised: November 17, 2011; May 24, 2012; September 18, 2014, Revised November 15, 2018

EFG - STUDENT WELLNESS PROGRAM

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

The student wellness plan:

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

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

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

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

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

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 CFR220
7 CFR225
7 CFR 245
ORC 3301.68
3313.814
OAC 3301-91-09

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

Adopted: December 18, 2014

Revised: February 22, 2017, November 15, 2018

EFG – 1 SCHOOL BUS IDLING

The Board is committed to transporting students on school buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that accumulated emissions from diesel engines can be harmful to students and bus drivers. Also, unnecessary engine idling wastes diesel fuel and financial resources. Therefore, the Board prohibits all unnecessary diesel engine idling in excess of fifteen (15) minutes.

Diesel engine idling in excess of five minutes in school loading zones is not permitted unless the operation of a wheelchair lift is required. This policy applies to all buses used to transport students to and from school, co-curricular/extra-curricular activities, field trips and other school-related activities.

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

Adopted: June 27, 2006

Revised: November 26, 2007

EH - PERSONAL INFORMATION SYSTEMS

The Board of Education of the Indian Creek Local School District shall maintain from time to time personal information systems that relate to students, teachers or other employees. The guidelines for the operation of such personal information systems are as follows.

A. Operation of a System

1. The Superintendent of Schools or designee shall be directly responsible for the operation of all personal information systems.
2. Every employee who has any responsibility for the operation or maintenance of a system or the personal information contained in a system shall receive a copy of these rules and regulations and shall conduct themselves in accordance with them as well as the provisions of O.R.C. Chapter 1347.
3. The purpose of these rules is to assure that the personal information within a system is used as authorized and that the subject of any information is aware of the information and is able to challenge its presence within the system.
4. Any employee shall be subject to discipline, including suspension and/or termination, if he/she initiates or otherwise contributes to any disciplinary or other punitive action against any individual who gives evidence of unauthorized use of information contained in the system.

B. Personal Information in a System

1. "Personal information" means any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved from a system by, a name, identifying number, symbol, or other identifier assigned to a person.
2. Any person who is asked to supply personal information for a system shall be advised that they may refuse to supply the requested information unless there is a legal requirement that they provide the information, in which case, they shall be advised of that requirement.
3. The personal information collected, maintained, and used within a system shall be necessary and relevant to the numerous functions of the School District as required or authorized by statute, regulation or rule or necessarily inferred from those sources.
4. Personal information which is no longer necessary and relevant to those functions should be eliminated from a system at the earliest opportunity.
5. The personal information in a system shall be used in a manner consistent with the purpose of the system and functions of the School District.

C. Access to Personal Information

1. Any person who is the subject of the personal information system or his/her legal guardian or representative with a signed authorization from the person shall have the ability to inspect the personal information in the system relating to said person at reasonable business hours by arranging a prior appointment.
2. Copies of personal information documents may be obtained upon the payment of reasonable reproduction costs.
3. Except for those employees who, as part of their job responsibility, have access to a personal information system from time to time, all persons who have access to a personal information system shall be required to note their name and any other

Legal Reference:

ORC: Chapter 1347

ORC: 149.43, 3319.321.

information requested by the Superintendent or designee in a manner prescribed by the Superintendent or designee.

4. The provisions of this policy and the existence of a personal information system shall not prohibit the release of public records or the disclosure of personal information in a public record as provided in O.R.C. §149.43, except that the access to any student information shall be limited only to directory information in accordance with O.R.C. §3319.321 and any rules, regulations or policies adopted by the Board of Education thereunder.
5. The release of personal information to members of the general public which is contained within a public record is not an improper use of personal information. The person who is the subject of the information will be notified and afforded the opportunity to be present whenever public records pertaining to him/her are inspected by members of the general public.

D. Dispute of Personal Information

1. If any person disputes the accuracy, relevance, timeliness, or completeness of personal information relating to him/her and maintained by the School District, said person may request an investigation of the current status of the information by filing a written request with the Superintendent or designee.
2. Upon receipt of the investigation request, the Superintendent or designee shall, within a reasonable time, but not later than ninety (90) days after receipt, conduct a reasonable investigation to determine whether the disputed information is accurate, relevant, timely and complete.
3. The Superintendent or designee shall present the results of the investigation in writing to the Board of Education with a copy of said report being furnished to the disputant.
4. The Board of Education shall, after receipt of the investigation report, decide what action it intends to take regarding the disputed information and shall notify the disputant of its action.
5. Any personal information that the Board of Education, through this investigation process, cannot verify or finds to be inaccurate shall be deleted from the system.
6. If the disputant is not satisfied with the determination and action of the Board of Education, the disputant shall be permitted to place a brief statement of his/her position within the system consisting of not more than one hundred (100) words.
7. Any statement of dispute shall be included in any subsequent transfer, report, or dissemination of the disputed information and, if the Board of Education or the Superintendent believe the statement of dispute to be frivolous or irrelevant, a statement of that belief may also be included.
8. If any information is deleted because the Board of Education found the information to be unverified or irrelevant, or if a statement of dispute has been filed, upon written request of the disputant, notice of such a deletion or a copy of the disputed statement shall be sent to any person specifically designated by the disputant; however, such person shall be someone who is reasonably aware of the existence of the disputed information. The disputant shall be notified of this right to make such a request in a clear and conspicuous manner such as on the notice of the Board of Education's action.

Adopted February 29, 1996: Re-adopted by Revision: January 15, 2004

Legal Reference:

ORC: Chapter 1347

ORC: 149.43, 3319.321.

EHA - RECORDS RETENTION AND DISPOSAL

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

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

The function of the commission is to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that schedule, in accordance with State law.

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

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

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

Electronic Mail and Social Media Content

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

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

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

¹ Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in ORC (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District.

²The Ohio Historical Connection may not review or select for its custody the records set forth in RC 149.381(E).

Adopted: February 29, 1996

Re-adopted by Revision: January 15, 2004

Revised: June 20, 2013; June 16, 2016

EHAA - DUTIES AND RESPONSIBILITIES OF DISTRICT RECORDS COMMISSION

The Indian Creek Local School District Records Commission, created pursuant to O.R.C. §149.41, is composed of the Board President, School District Treasurer, and the Local Superintendent. The Commission shall meet at least once every twelve months.

The function of the Commission shall be to review applications for one-time records disposal and schedules of record retention and disposition submitted by any employee of the School District. Records may be disposed of by the Commission pursuant to the procedure outlined in this policy and policy 10.03. The Commission may at any time review any schedule it has previously approved, and for good cause shown, may revise that schedule.

When School District records have been approved for disposal, a list of such records shall be sent to the Auditor of State. If the Auditor disapproves the action by the Commission, in whole or in part, the Auditor shall so inform the Commission within a period of sixty (60) days and these records shall not be destroyed. Before public records are disposed of, the Ohio History Connection shall be informed and given an opportunity for a period of sixty (60) days to select for its custody, such public records as it considers to be of continuing historical value. The Society may not review or select for its custody either of the following:

1. Records containing personally identifiable information concerning any pupil attending a public school other than directory information, as defined in O.R.C. §3319.321, without the written consent of the parent, guardian, or custodian of each such pupil who is less than eighteen years of age, or without the written consent of each such pupil who is eighteen years of age or older;
2. Records the release of which would, according to the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232g, disqualify a school or other educational institutional from receiving federal funds.

The Commission designates the following personnel as records officers and will communicate with them in regards to matters related to record retention and disposal:

<u>Area</u>	<u>Record Officer (s)</u>
Central Administration	Superintendent's Secretary Assistant Superintendent's Secretary Treasurer's Secretary
Fiscal Operation	Treasurer
Special Services	Assistant Superintendent's Secretary
Food Service	Treasurer's Secretary
Schools	Building Secretary
LHS Guidance	Guidance Counselor or Secretary
Transportation	Transportation Supervisor

Adopted: February 29, 1996

Revised: January 15, 2004

EHB - USE OF ELECTRONIC SIGNATURES

The Board authorizes the use of electronic signatures, using methods that are secure and practical, and in compliance with State and Federal law and the District's procedures. An "electronic signature" is defined as an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Prior to sending, receiving, using or relying on electronic signatures, the Superintendent shall develop procedures concerning the use of an electronic signature, consistent with the following:

1. The procedures shall identify the records that may be signed by electronic means and the manner and format in which the records attached to the electronic signatures will be created, generated, sent, communicated, received and stored.
2. The procedures shall identify the type(s) of electronic signatures that may be used, and the manner and format in which the electronic signature must be affixed to a record.
3. The procedures must establish a method for verifying that the parties agreed to conduct a transaction by electronic means and authenticating the identities of the individuals signing electronically.
4. The procedures must provide for adequate preservation, disposition, integrity, security, confidentiality and auditability of the electronic signature and its associated record.

All District staff shall comply with all provisions of the District's procedures and State and Federal law when sending, receiving, using and relying upon electronic signatures.

Adoption date: February 20, 2020

LEGAL REFS.: ORC 1306
Uniform Electronic Transaction Act

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

Legal Reference: ORC: 149.41;3319.321; Family Educational Rights and Privacy Act of 1974, 20 USC; 123g