

## SECTION E: SUPPORT SERVICES

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## SUPPORT SERVICES GOALS

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

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

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

## SAFETY PROGRAM

It is the policy of the Board to take precautions to provide for the safety of all students, employees, visitors and others present on District property.

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

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

CROSS REFS.: GBE, Staff Health and Safety  
IGAE, Health Education  
JHF, Student Safety

## ACCIDENT REPORTS

Should any employee be involved in an accident while performing regular job responsibilities and/or should any injury occur to the employee at work, it is the responsibility to complete the "REPORT OF ACCIDENT/INJURY" FORM in duplicate. Should an employee witness an accident, he/she may be asked to complete pertinent items on the form. While injuries and/or accidents might seem minor, it is imperative that employees describe the circumstances while they are fresh in their mind. Should the employee be unable to complete the form at the time of the accident and/or injury, he/she should complete it as soon as practical.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 2305.23  
3313.712  
OAC 3301-27-01; 3301-27-02

## BLOODBORNE PATHOGENS

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

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

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

The plan shall include annual in-service training for staff and students; first-aid kits in each school room and each school vehicle; correct procedures for cleaning up body fluid spills and for personal clean up.

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

[Re-adoption date: May 26, 1998]

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

CROSS REFS.: OSHA Exposure Control Plan  
GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (also JHCCA)

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

## EMERGENCY PLANS

The safety and well-being of the students and staff of the District is a priority. Although emergencies and disasters cannot be predicted, plans will be prepared to minimize the impact in the event of a disaster.

Emergency plans have been prepared for District schools by the administration and shall be used by District personnel and students in case of fire, civil emergencies and natural disasters. The regulations shall be posted in each classroom and other areas accessible to students. Drills will provide the staff with practice in responding to emergency conditions should such conditions occur.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

## EMERGENCY CLOSINGS

The Superintendent or designee may close the office or dismiss students early in the event of hazardous weather or other emergencies which threaten the safety or health of staff members.

Staff members will be informed early in each school year relative to the method of notification in event of emergency closings or early dismissals.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3313.48; 3313.483  
3317.01  
3737.73  
OAC 3301-35-03

## BUILDINGS AND GROUNDS MAINTENANCE

The Board recognizes that the fixed assets of this District represent a significant investment of this county, and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance and repair for the preservation of buildings and equipment. Wherever possible , maintenance shall be preventive.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

## TRAFFIC AND PARKING CONTROLS

Parking is open to all District employees. Parking is on a first-come basis. Handicapped areas will be observed. Parking in front (fire lane) or in back of the building is permitted only for the purpose of loading and unloading equipment and supplies, etc., except where marked parking spaces are available.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Update: June 27, 2006]

## PERSONAL USE OF DISTRICT EQUIPMENT

### Telephones / Cell Phones

Employees may use the telephone to make brief calls provided such calls do not interrupt the responsibilities of the employee and are not for conducting a private business. Long-distance calls shall be reported to the treasurer's office and shall be paid upon receipt of an invoice.

Employees may use a district cell phone during working hours to make brief calls provided such calls do not interrupt the responsibilities of the employee and are not for conducting a private business. During non-working hours such restrictions do not apply. Cell phone usage that exceed the boundaries of the cell phone plan shall be paid by the employee to the extent that personal use of the cell phone contributed to the overage charge. Fees are to be paid to the treasurer's office and shall be paid upon receipt of an invoice.

### Copy Machines / Printers / Fax Machines

Employees may use district copy machines, printers and fax machines for personal use providing such use is done during non-working hours of the employee, does not interfere with the district's use of such equipment, does not exceed twenty (20) pages per machine per year, and is not used for conducting a private business. With the permission of the superintendent or designee, more than twenty (20) pages may be made for a fee of \$.05 per page for black ink machines and \$.10 per page for color ink machines. With the permission of the superintendent or designee, during non-working hours, business/for-profit use may occur for a fee of \$.05 per page for black ink machines and \$.10 per page for color ink machines. Fees are to be submitted to the treasurer's office.

### Media/Technology Equipment

Off-site, personal use of district audio-visual equipment may be permitted provided such use does not, in the opinion of the supervisor in charge of such equipment, significantly decrease the value and/or condition of such equipment (in a cumulative nature), and does not interfere with district use of such equipment. Business/for-profit use of such equipment may be permitted as per the above conditions and with the permission of the superintendent or designee, and for a fee as established by the supervisor and approved by the superintendent.

### Furniture / Other Equipment

Off-site, personal use of district furniture and/or other equipment may be permitted provided such use does not, in the opinion of the supervisor in charge of such equipment, significantly decrease the value and/or condition of such equipment (in a cumulative nature), and does not interfere with district use of such equipment. Business/for-profit use of such equipment may be permitted as per the above conditions, and for a fee as established by the building supervisor and approved by the superintendent.

### General Provision for use of All District Equipment

Employees using district equipment for personal use shall be responsible for any and all damage to the equipment during such time.

[Adoption Date: June 22, 2004]

## MAINTENANCE AND CONTROL OF NONINSTRUCTIONAL MATERIALS

As steward of this District's school property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Treasurer shall maintain a system of property records which shall show, as appropriate to the item recorded, description and identification, initial cost and location.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

## COMPUTER/ON-LINE SERVICES

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

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

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

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

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

(Re-adoption date: May 26, 1998)

(Revised Revision: October 22, 2002)

LEGAL REFS.: U.S. Const. Art. I, § 8  
Family Educational Rights and Privacy Act  
ORC 1329.54-1329.67  
3313.20  
3319.321  
20 USC 1232g; 34 CFR, § 99.1 et seq.

CROSS REFS.: IB, Academic Freedom  
IIBG, Computer-Assisted Instruction  
JFC, Student Conduct

COMPUTER/ON-LINE SERVICES  
STAFF/COMMUNITY MEMBER AGREEMENT FORM

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

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District and other entities and not the property of the user.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.
9. The system is intended to be used only for purposes related to education or administration. Commercial and/or political use of the system is prohibited. Personal use of the system is discouraged and shall be kept to a minimum.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein.

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

[Approval date: May 26, 1998]

[Revised revision: October 22, 2002]

[Amended revision: May 27, 2003]

[Update: November 28, 2006]

COMPUTER/ON-LINE SERVICES  
STUDENT AGREEMENT FORM

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

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District and other entities and not the property of the user.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.
9. The system is intended to be used only for purposes related to education or administration. Commercial and/or political use of the system is prohibited. Personal use of the system is discouraged and shall be kept to a minimum.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

[Approval date: May 26, 1998]  
[Revised revision: October 22, 2002]  
[Amended revision: May 27, 2003]  
[Update: November 28, 2006]

COMPUTER NETWORK STUDENT AGREEMENT FORM

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

student's name: \_\_\_\_\_

school: \_\_\_\_\_

student's home address: \_\_\_\_\_

student's city, state, zip: \_\_\_\_\_

student's home phone: \_\_\_\_\_

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

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

Parental Release Form

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

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

## BUS DRIVER EXAMINATION AND TRAINING

The Board recognizes that it is of great importance that all local school districts have competent and qualified bus drivers; therefore, the Board establishes this policy to ensure that those nominated and certificated are so qualified.

The Ohio Revised Code states that the Educational Service Center Governing Board shall be responsible for the issuance of driver certificates for school bus drivers in those local districts falling under the jurisdiction of the governing board. Such certificates to operate a school bus shall be signed by the president of the Governing Board. Any person who has not received a certificate from the Board shall not be employed as a driver of a school bus or motor van, owned and operated by the District. In order to receive this certificate, the bus driver must:

1. pass a physical examination each year; exam paid at Board-approved rate;
2. be at least 18 years of age, of good moral character, and qualified physically and otherwise for such a position;
3. produce a safe driving abstract each year;
4. have a commercial driver's license as required by the State of Ohio and
5. have a criminal records check.

Responsibility -- In accordance with criteria for school bus driver physical examinations, all school bus drivers must meet the physical requirements as set forth in these new standards. In addition, the standards now require that any person certified as physically qualified to operate a school bus must request, obtain and present to the Board an abstract of his/her driving record. This abstract is to be attached to the Department of Education's copy of the completed physical examination. This is to be a yearly requirement, and the driver is responsible for obtaining and paying for the cost to obtain the abstract.

Based upon Ohio's point system for traffic violations, the Board policy shall hereafter be that any school bus driver accumulating six traffic violation points during any one year, regardless of the vehicle being driven at the time of the violation, shall not be issued a certificate to drive a school bus for a period of two years from the date of the issuance of the sixth violation point; furthermore, any bus driver accumulating a total of four points for traffic violations over a period of one year while driving a school bus shall not be issued a certificate to drive a bus for a period of two years from the date of issuance of the fourth traffic violation point.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Update: June 27, 2006]

LEGAL REF.: ORC 3327.10

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

The Governing Board directs the Superintendent to develop a drug testing program in compliance with Federal and State laws and regulations for employees who:

1. hold a commercial driver's license and/or
2. in the performance of their regular duties use vehicles owned, leased, rented or contracted by the Board to transport students.

Such employees or contracted personnel would include but not be limited to school bus drivers, van drivers and other contracted drivers who transport students.

The Superintendent or his/her designee shall implement the program beginning January 1, 1996.

[Adoption date: July 11, 1995]

[Re-adoption date: May 26, 1998]

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

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

Philosophy

The Educational Service Center Governing Board is strongly committed to providing a safe workplace for all, to promote high standards of performance, to protect the health and safety of our employees and students and to comply with the Drug Free Workplace Act of 1988 and the requirements of the Omnibus Transportation Employee Testing Act of 1991 49 CFR Part 382-391.

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

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

Therefore it is the policy of the Governing Board that:

1. all employees who possess a Commercial Driver's License or are contracted by the Board to transport students will remain free of illicit drugs, alcohol or other substances which might adversely affect their performance while operating or maintaining motor vehicles owned, leased, rented or otherwise controlled by the Governing Board and
2. no employee shall have on or about his/her person or in any motor vehicle owned, leased or otherwise controlled by the Governing Board, any alcohol, alcoholic beverage, or illicit drug.

Definitions

1. *Alcohol or Alcoholic Beverage* means any over-the-counter medication containing alcohol or any beverage that may be legally or illegally sold, made and/or consumed that has an alcoholic content in excess of 0.5% by volume.
2. *Drug* means any substance other than alcohol which is capable of altering the mood, perception, speech, physical coordination, pain level and/or judgment of the individual consuming it.
3. *Prescribed Drug* means any substance prescribed by a licensed medical practitioner.
4. *Illegal Drug* means any drug or controlled substance, the sale, manufacture, distribution, dispensing, possession, gift, exchange and/or use of which is illegal under State and/or Federal law.

5. *Medial Review Officer* means a licensed physician with knowledge of substance abuse disorders who has appropriate medical training to interpret and evaluate positive and suspicious drug test results.
6. *Substance Abuse Professional* means a licensed physician with knowledge of and clinical experience in the diagnosis and treatment of alcohol and other substance abuse or addiction disorder, or a licensed or certified psychologist, social worker or employee assistance professional with similar knowledge and experience.
7. *Supervisor* means any person designated to determine reasonable suspicion.

### Qualifications and Prohibitions

Compliance with the Governing Board substance abuse policy is a condition of employment for all school bus drivers and other employees possessing a Commercial Driver's License and other safety sensitive positions. These individuals must report any convictions under a criminal drug statute for violations occurring on or off District premises while conducting Governing Board business. A report of conviction must be made to the Superintendent within five days after the conviction.

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

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

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

It is the responsibility of any employee using prescription drugs to so advise their supervisor of the type of drug and frequency of use prior to drug and alcohol testing. The employee may be required to produce appropriate written medical documentation.

A determination will be made as to whether the employee should be able to perform his/her job safely and properly.

### Procedures

All employees who possess a Commercial Driver's License and other covered safety sensitive positions are subject to testing for alcohol and the following drugs or drug categories:

1. amphetamines
2. cocaine
3. marijuana
4. opiates
5. phencyclidine (PCP)

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

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

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

While reviewing the drug testing results it may be necessary for the Medical Review Officer to contact the employee for a release of information concerning the employee's medical history.

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

In the case of "shy bladder," an individual may have to wait as long as eight hours at the collection site until he/she can provide the urine sample.

#### Required Alcohol and Drug Testing

The following types of testing are required in accord with procedures specified in 49 CFR Part 40 and/or Governing Board policy:

1. pre-employment
2. reasonable suspicion
3. post-accident
4. random
5. return to duty
6. follow-up

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

### Pre-Employment Testing

1. The Governing Board requires a pre-employment alcohol test unless the applicant has undergone a United States Department of Transportation required alcohol test within the previous six months, with a result indicating a blood alcohol level below 0.04%;
2. The employer must also ensure that no previous employer has a record of violations of any United States Department of Transportation alcohol misuse rules for the applicant in the previous six months.

The Governing Board requires a pre-employment drug test unless the following conditions are met.

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

### Reasonable Suspicion Testing

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

The documentation of the employee's conduct must be prepared and signed by the witness within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

### Post-Accident Testing

Immediately following an accident involving a vehicle owned, rented or contracted by the Governing Board and operated by an employee covered by this policy, the employee shall be tested for alcohol and drugs when:

1. the accident involves any personal injury or any fatality or
2. the driver receives a citation under State or local law for a moving traffic violation arising from the accident.

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

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

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

#### Random Testing

Random alcohol testing shall be administered at a minimum annual rate of 25% of the average number of Commercial Driver's License and other covered positions. An employee shall be randomly tested for alcohol only prior to performing, while performing or immediately after performing safety-sensitive functions.

Random drug testing shall be administered at a minimum annual rate of 50% of the average number of Commercial Driver's License and other covered positions. Drug testing may be performed at any time while the employee is at work in any capacity or function.

#### Return-to-Duty Testing

In the event a return-to-duty test is required, the employee must also be evaluated by a Substance Abuse Professional and participate in any assistance program prescribed.

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

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

#### Follow-Up Testing

The number and frequency of the tests are to be determined by the Substance Abuse

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

#### Cost of Testing

The Governing Board shall bear the cost of pre-employment, random, post-accident and initial reasonable suspicion testing. All other expenses relative to testing, evaluation by the Substance Abuse Professional, testing and follow-up care are at the expense of the employee.

#### Procedures and Methodology

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

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

The Omnibus Act requires that drug testing procedures include a split specimen. Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to the laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee has 72 hours to request the split specimen be sent to another certified laboratory for analysis. The split specimen procedure is at the employee's initiative and expense.

#### Test Results

When the result of a drug test is positive, the employee must be removed from duty. However, removal cannot take place until the Medical Review Officer has interviewed the employee and determined that the positive drug test resulted from the unauthorized use of a controlled substance. If the Medical Review Officer cannot contact the employee directly within 48 hours, he/she will direct the Governing Board to advise the employee to make contact with the Medical Review Officer.

Return-to-duty, if permitted by the Governing Board, cannot take place until the employee has been evaluated by a Substance Abuse Professional or Medical Review Officer, complied with recommended rehabilitation and has a negative result on return-to-duty drug test. Follow-up testing will consist of no less than six tests during the first 12 months following the employee's return to duty and may extend to a 60 month period.

### Adulteration

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

### Notification of Test Results and Recording

Employee drug testing results and records are maintained under strict confidentiality by the Governing Board, the drug testing laboratory and the Medical Review Officer. Results cannot be released to others without the written consent of the employee.

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

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

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

### Employee Assistance

All employees in safety-sensitive positions covered by this policy will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the Governing Board policy and procedures for meeting these requirements. Employees who hold a CDL will receive one hour of training annually. Employees designated as supervisors will receive two hours of training annually.

The information and training will identify:

1. the person(s) designated by the Governing Board to answer employee questions about the materials;
2. categories of employees who are subject to the drug and alcohol testing requirements;
3. sufficient information to make clear for what period of the work day employee compliance is required;
4. specific information concerning employee conduct that is prohibited;
5. circumstances under which an employee will be tested for drugs and/or alcohol;

6. procedures that will be used to test for the presence of drugs and alcohol, protect the employee and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct employee;
7. the requirement that an employee submit to drug and alcohol tests administered in accordance with Federal regulations;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendance consequences;
9. consequences for employees found to have violated the drug and/or alcohol prohibitions including the requirement that the employee be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. consequences for employees found to have an alcohol concentration of 0.02% or greater, but less than 0.04% and
11. information concerning the effects of drugs and alcohol on an individual's health, work and personal life, external and internal signs and symptoms of a drug or alcohol problem and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

Upon being notified of a random or reasonable suspicion test, the employee must report immediately to the location designated for the test.

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

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

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

Enforcement

Any employee who refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be permitted to operate a motor vehicle owned, leased or otherwise controlled by the Governing Board, or perform other safety-sensitive functions.

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

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

(Approval date: July 1, 1997)

(Re-approval date: May 26, 1998)

## PRINTING AND DUPLICATING SERVICES/COPYRIGHT

The Board will make available the equipment necessary for staff to carry out their assignments. This will include access to machines for the reproduction of materials in either single or multiple copies.

The Board recognizes, however, that the 1976 Federal Copyright Law Pub. L. No. 94-553, makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual or printed materials unless the copying falls within the bounds of the “fair use” doctrine. The Board therefore informs all personnel that unauthorized reproductions and/or use of the copyrighted materials is illegal and unethical, and that violations of the copyright laws may result in criminal and civil suits and/or suspension or dismissal from employment.

To protect staff members and the Board against legal redress for alleged violations of the copyright laws, the person making the reproductions must be certain that the action conforms to the law. When an individual is not certain, he/she should contact the Superintendent in order to ascertain whether copying falls under “permitted use.” If it does not, the Superintendent may seek permission from the copyright holders for reproduction of the materials, using the appropriate request and clearance form.

Requests to reproduce copyrighted materials on District equipment will not be honored unless the reproduction conforms to the Federal Copyright Law.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: Copyright Act of 1976

## COPYRIGHT

### Guidelines for use of copyrighted materials

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

a. Brevity

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

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

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

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

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

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

b. Spontaneity

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

c. Cumulative effect

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

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

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

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

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

#### Guidelines for educational uses of music

5. Permissible uses
  - A. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
  - B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or area, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.
  - C. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
  - D. A single copy of recordings of performances by students may be retained by the

educational institution or individual teacher.

- E. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

6. Prohibitions

- A. Copying to create or replace or substitute for anthologies, compilations or collective works
- B. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and similar material
- C. Copying for the purpose of performance, except as in 347.721-A above
- D. Copying for the purpose of substituting for the purchase of music, except as in 347.721-A and -B above
- E. Copying without inclusion of the copyright notice which appears on the printed copy

7. Authorized reproduction and use of copyrighted audio-visual material

- A. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures or video-taping commercial television broadcasts, personnel shall consult with the principal to determine whether the proposed action complies with the “Fair Use” principles of the Copyright Law.
- B. School recordings may be made of certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.
  - 1) The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
  - 2) Recordings may be used in classroom or instructional settings as an educational activity or at a PTA Meeting, Board of Education Meeting or similar activity.
  - 3) Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.

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- 4) Recordings made from those evening programs, which may be copied, shall

be retained for no more than seven days following the telecast unless an extension is received in writing in advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.

8. Authorized reproduction and use of copyrighted materials in the library

- A. A library may make a single copy of unpublished work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- B. A library may provide a single copy of copyrighted material at cost to a student or staff member.
  - 1) The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied.
  - 2) The copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use subjects the person to liability for copyright infringement.
- C. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in 347.7112-A and -B.

9. Copying limitations

- A. Circumstances arise when personnel are uncertain whether or not copying is prohibited. In those circumstances, the Superintendent shall be contacted. If the Superintendent is uncertain, he/she shall consult with the District's legal counsel.
- B. The following prohibitions have been expressly stated in Federal guidelines:
  - 1) Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
  - 2) Unless expressly permitted by agreement with the publisher and authorized by District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets or similar materials.

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- 3) Personnel shall not:
  - a. use copies to substitute for the purchase of books, periodicals, music recordings or other copyrighted material, except as permitted by District

- procedure;
- b. copy or use the same items from term to term without the copyright owner's permission;
- c. copy or use more than nine instances of multiple copying of protected material in any one term;
- d. copy or use more than one short work or two excerpts from works of the same author in any one term or
- e. copy or use protected materials without including a notice of copyright. The following shall be a satisfactory notice:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY  
COPYRIGHT LAW

- C. Personnel shall not reproduce or use copyrighted material at the direction of a District administrator without permission of the copyright owner.

10. Computer software copyright

The Board recognizes that computer software piracy is a major problem for the industry and that violations of copyright laws contribute to higher costs and lessen incentives for publishers to develop effective educational software. Therefore, in an effort to discourage software piracy and to prevent such illegal activity, the District will take the following steps.

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

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11. Unsupervised copy equipment

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

camera).

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

12. Library copying for students or staff

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

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

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

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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

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

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

(Approval date: May 26, 1998)

## TELEPHONE SERVICES

District telephones are provided for official business; however, in order to permit staff members to make necessary personal calls at a minimum inconvenience and loss of time, certain telephones may be used for personal calls. The staff members making long distance calls, must report such calls, and pay any charges.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

## DATA AND RECORDS RETENTION

The orderly acquisition, storage and retention of school district records and reports are essential for the overall efficient and effective operation of the District. The Governing Board establishes a District records commission to govern matters pertaining to District records, their retention and disposal.

The records commission shall consist of the Board President, the Treasurer and the Superintendent. The Treasurer shall serve as chairman/secretary of the District records commission. The members of this commission shall appoint necessary records officers through the District to carry out the necessary work associated with District records.

The District records commission shall meet at least once annually to review the certificates or records disposal as submitted by the records officers. Upon the approval of the commission, such records may be disposed of, pursuant to the following standards.

1. Procedures to dispose of records according to the approved schedule of records retention and disposition will be initiated by April 1 of each year.
2. Records officers will list those eligible, disposable records on the certificate of records disposal (RC-3), per the adopted schedule.
3. The records commission shall review the certificates of records disposal as submitted prior to a regular May Governing Board meeting each year.
4. Upon the commission's approval, the certificates (RC-3) will be forwarded as follows.

Original Forward original to Ohio Historical Society Network Specialist for your County. See attached map to determine your County Records Specialist (BCFB-R, page 3)

Copies Keep one copy with your Records Commission files.

Ohio Historical Society Records Specialist will make and send a copy to State Auditors office on your behalf. You do not need to send a copy to the State Auditor's office.

5. Records shall be destroyed only as directed by the District records secretary.

The District records commission shall develop the necessary regulations and record retention schedules to carry out their purpose.

[Adoption date: November 24, 1998]

LEGAL REFS.: ORC 9.01

149.35 ORC, 149.41; 149.43

3313.29

3319.311; 3319.321

3701.028

3729.46

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
Auditor of State Circular 81-8

CROSS REF.: DI, Fiscal Accounting and Reporting

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

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

## RECORDS DISPOSAL PROCEDURE

The records commission shall consist of the Board President, Treasurer and the Superintendent. The Treasurer shall serve as chairman/secretary of the District records commission.

The District records commission shall develop a schedule of record retention and disposal (RC-2). Said schedule shall be approved by the Ohio Historical Society and the State of Ohio Auditor's Office.

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	Supt. Secretary/Administrative Assistant
Fiscal Operation	Treasurer
Special Services	Special Education Secretary
Instructional Programs	Program Supervisors

### Procedures for Records Retention

1. The records officers shall notify the commission secretary when records that still fall within the retention period need to be removed from their immediate offices and stored. Notification should be made in writing using a District design form (suggested name RC-4).
2. Upon review of the commission secretary, the records will be stored in District storage boxes, assigned a box number from the records log and a list of the contents shall be prepared per the RC-4 storage form.
3. The original list of contents with the box number included will be placed in the records log. A copy of the list of contents will be placed on the outside of the storage box along with labels identifying the school district, the box number assigned and any other pertinent information.

### Procedures for Records Disposal

1. The commission secretary will initiate annually by April 1 procedures to dispose of records according to the approved RC-2 schedule.
2. A notice from the commission secretary and copies, as needed, of the certificate of records (RC-3) disposal form will be distributed to those designated as records officers (instructions are on the back of the form).
3. Records officers are to list those eligible, disposable records on the certificate of records (RC-3) disposal form according to the approved retention schedule.

4. The completed certificate of records (RC-3) disposal form is to be returned by April 15 each year to the commission secretary.
5. After the certificates of records (RC-3) disposal form have been reviewed by the commission secretary, they will be forwarded to the District records commission by May 1 for action at its annual meeting to be held prior to the beginning of a May Board meeting. Minutes will be kept.
6. The certificates of records (RC-3) form will be returned to the commission secretary, who will forward copies of same as follows.

Original Forward original to Ohio Historical Society Network Specialist for your County. See attached map to determine your County Records Specialist (BCFB-R, page 3)

Copies Keep one copy with your Records Commission files.

Ohio Historical Society Records Specialist will make and send a copy to State Auditors office on your behalf. You do not need to send a copy to the State Auditor's office.

7. Fifteen days must have elapsed after forwarding copies to the Ohio Historical Society before destroying. The commission secretary will make arrangements through the Superintendent for the maintenance staff to pick up all records and take them to the Clinton County Records Office at the Courthouse Annex, Nelson Avenue, Wilmington, for storage in their vaults or for shredding. Any attempt will be made to keep this to one or two days so they are all handled at the same time.
8. A copy of the records officers certificate of records (RC-3) disposal form should be maintained by them for their records.

[Approval date: May 26, 1998]

(Cut and paste)

## INSURANCE MANAGEMENT

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

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

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

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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