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SCHOOL CALENDAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

The Board shall determine annually the total number of days when the schools will be in session for instructional purposes. For purposes of receiving State school aid, such days will number no fewer than 182.

Prior to each school year, the Board shall approve the contingency plan the Superintendent prepares for the makeup of lost school days beyond the five (5) days that can be waived. The plan shall be in accordance with the terms of applicable collectively bargained agreements and Ohio law.

A school day may be waived if the closing is due to disease, epidemic, hazardous weather conditions, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations and the number of allowable calamity days has not been exceeded. Any school days lost in excess of the allowable number of calamity days shall be made up in accordance with the approved contingency plan. A regularly-scheduled school day that is reduced in length by no more than two (2) hours due to hazardous weather conditions may be counted as a full school day for the purpose of meeting the minimum number of school days.

The school calendar and the number of days of student instruction shall be consistent with the provisions of the collective bargaining agreements between the District and its employees.

R.C. 3313.48, 3313.62, 3313.63, 3317.01 (B), 3313.482

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SCHOOL DAY

The Board of Education authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

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

Parents, students, and staff members will be informed early in each school year how they will be notified in event of emergency closings or early dismissals.

It will be this District's policy to make up days when schools are closed for emergencies, if it is necessary to comply with State Board of Education Minimum Standards.

The Superintendent will prepare administrative guidelines for the implementation of this policy.

R.C. 3313.48, 3317.01

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PUBLIC'S RIGHT TO KNOW – PUBLIC RECORDS

The Board OF Education supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is to be coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies and all other public records are available for inspection in the Treasurer's office during regular business hours.

Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the Treasurer, Superintendent or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Specifically, a person responsible for the custody of confidential files may require disclosure of the requester's identity or the intended use of the directory information concerning any students to ascertain whether such directory information is to be used in a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations.

The District may ask that the request be put in writing. However, the District must notify the requester that it is not mandatory to do so.

The District provides an opportunity for a records requester making an ambiguous or overly broad request to revise the request by informing the requester of the manner in which records are maintained.

If a public records request is denied, the District must provide an explanation with legal authority as to the reason for the denial of the request. If the request was made in writing, the explanation shall also be provided by the District in writing.

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If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. A fee may be charged for copies.

The District may require the fee charged for copies be paid in advance.

The person making a mail request may be asked to pay the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District.

Family Educational Rights and Privacy Act; 20 USC, Section 1232g
ORC 121.22
ORC 149.43
ORC 3319.321
OAC 3301-35-03; 3301-35-04

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PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Ohio.

The Board delegates the maintenance of an employee personal information system to the Business Manager and Assistant Superintendent for Personnel.

The Superintendent shall develop administrative guidelines to implement this policy.

R.C. 149.41, 149.43, 1347 et seq.

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students. At the same time, the student's right of privacy and other rights mandate careful custodianship and limitations on access to student records.

The Board of Education is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and necessary and relevant to the function of the School District or specifically permitted by this Board may be compiled by District employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel who have a legitimate educational interest in the information or as otherwise permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students (eighteen (18) and older), parents may be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the District.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" including, but not limited to those officials with legitimate educational interests.

The Board authorizes the administration to:

- A. Forward education records on request to a school in which a student of this District seeks or intends to enroll;
- B. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;

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- C. Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

DIRECTORY INFORMATION

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, honor rolls and scholarships. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Whenever parental consent is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent.

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The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law;
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing;
- E. File a complaint with the Department of Education;
- F. Obtain a copy of the District's policy and administrative guidelines on student records;

The Superintendent shall also develop procedural guidelines for:

- A. The proper storage and retention of records including a list of the type and location of record;
- B. Informing District employees of the Federal and State laws concerning student records.

The District is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3313.33, 3319.321
34 C.F. R. Part 99
20 U.S.C., Section 1232f through 1232i (FERPA)
26 USC 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Act

Revised 11-9-06

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DISASTER PLAN

The safety and well-being of the students and staff of the School District is a priority. Emergencies and disasters can never be predicted. However, plans can be prepared in the event of a disaster, to minimize their impact.

The disaster plan shall be used in the event of fire, tornado, blizzard, earthquake, nuclear attack, bomb in the building, civil disturbance, etc. All members of the faculty and other employees must:

- A. familiarize themselves with this plan;
- B. be prepared to activate it immediately;
- C. perform any duties they are assigned to make its activation effective.

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. Drills will provide both students and personnel with practice in responding to emergency situations should they occur. All who use a room should familiarize themselves with the provisions which apply to that room.

R.C. 3737.73
A.C. 1301:7-7-01, 3301-35-03 (D), 3301-83-15

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

TOXIC HAZARDS

These 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 shall appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with material safety data sheets (MSDS's);
- B. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of MSDS for every hazardous material present on District property;
- D. design and implement a written communication program which lists hazardous materials present on District property, details the methods used to inform staff and students of the hazards, and 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;
- E. conduct a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

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ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA) and the Ohio Occupational Safety and Health Act (OSHA), the Board recognizes its responsibility to:

- A. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- B. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Ohio Department of Health Regulations.

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.

A.C. 3701-34-06
40 C.F.R. 763.92

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

15 U.S.C. 2601, 20 U.S.C. 4022, 20 U.S.C. 4014, 20 U.S.C. 4011 et seq.

Asbestos School Hazard Abatement Act of 1984

Asbestos School Hazard Abatement Reauthorization Act of 1990, 20 U.S.C. 4011

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REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end, and so that legitimate employee claims for worker's compensation are expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

The Superintendent will develop administrative guidelines to implement this policy.

R.C. 4123.01 et seq.

**COMMUNICABLE DISEASES
CASUAL-CONTACT**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the school nurse, the teacher may remove from the classroom and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the school nurse is not present in the building when the decision needs to be made.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

R.C. 3313.67, 3313.671, 3313.68
A.C. 3301-35-03 (D)

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COMMUNICABLE DISEASES NONCASUAL-CONTACT

The Board of Education seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the District examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "noncasual-contact communicable disease" shall include:

- A. AIDS - Acquired Immune Deficiency Syndrome;
- B. ARC - AIDS Related Complex;
- C. persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, District personnel, and the community at large from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or District employee may be infected with a noncasual-contact communicable disease, the Superintendent shall immediately convene an evaluation team as specified in the administrative guidelines.

When the Superintendent learns that a student with disabilities may be infected with a noncasual-contact communicable disease, the chairperson of the I.E.P. Team or designee will serve as the District's representative on the communicable disease review panel which will be convened within forty-eight (48) hours.

The District shall provide an alternative education program for any student excluded from the school setting as a consequence of the review panel's decision. Such a program shall be in accordance with the Board's policy and administrative guidelines on Homebound Instruction.

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The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, confidentiality, and due-process as specified in the administrative guidelines. In addition, the exclusion of any staff member from the District by the County Health Officer's decision will be done in accord with relevant sections of Ohio statutes concerning sick leave.

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process.

The Board directs the Superintendent to develop an educational program in accordance with Ohio Statute that will ensure proper instruction of students, professional staff, and classified staff on the principal means by which noncasual-contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases.

CONTROL OF BLOOD-BORNE PATHOGENS

The Board of Education seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

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STUDENT ABUSE AND NEGLECT

The Board of Education is concerned with the physical, mental, and emotional well-being of all students. Further, it is the responsibility of the Board to protect children whose health or welfare is threatened through nonaccidental injury or neglect by parents, guardians, caretakers, or other persons.

Because of their sustained contact with school-aged children, school employees are in a unique position to help identify potential cases of abuse and neglect. They have both a legal and a moral responsibility to intervene in the best interests of those students who may be victimized by abusive or neglectful situations.

An abused child is a child who is a victim of sexual activity; or is "endangered", where the child faces a substantial risk of health and safety as the result of abuse, torture, cruelty, prolonged or excessive corporal punishment, and/or repeated and/or unwarranted discipline that could seriously impair or retard the child's mental health or development, or exhibits evidence of any physical or mental injury or death, inflicted other than by accidental means.

A neglected child is a child who is abandoned by his/her parents or guardian, who lacks proper parental care, who is not provided with proper or necessary subsistence, education, medical, or surgical care or treatment; or other care necessary for the child's health, morals, or well-being; whose parent neglects the child or refuses to provide the special care made necessary by the child's mental condition; or because of the omission of his/her parents or guardians, suffers physical or mental injury that harms or threatens to harm the child's health or welfare.

In compliance with the law, all school employees are required to report immediately all instances of known or suspected child abuse and neglect. The duty to report is a personal obligation which arises when the school employee knows or has "reason to believe" that a child under age eighteen (18) or a person with physical or mental disability under age twenty-one (21) has suffered or faces the threat of suffering any physical or mental wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

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Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grade K-6. The Superintendent shall consult with public and/or private agencies or individuals involved in child abuse prevention and intervention to ensure the programs are appropriate and effective. In addition, the Superintendent shall provide a program of in-service education on child abuse prevention for all elementary school staff members. All newly-employed professional staff shall complete at least four (4) hours of in-service training within three (3) years of the date of employment.

It is essential that a spirit of cooperation exists between school personnel and community agencies to meet the special needs of both the victims of child abuse and neglect and their families. All records concerning reports of suspected abuse or neglect are confidential.

R.C. 2151.421, 3313.60, 3319.073

Revised 11-9-06

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FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

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.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Lunches may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the supervisor of cafeterias.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.

Unless approved by the principal, no foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food-service funds and shall not serve, in any food service area during meal-serving hours, carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy and candy-coated popcorn. Foods and beverages unassociated with the food-service program may be vended in accordance with Board policy 8540.

The Superintendent shall implement administrative guidelines for the management of the food program and for food sales that occur during nonmeal times.

R.C. 3313.81, 3313.811-814 A.C. 3301-917 CFR 210, 215, 220,240
Revised: 11-9-06

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WELLNESS

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the Districts' students and staff. Furthermore, research suggests that 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 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 and staff to establish good health and nutrition habits:

1. Nutrition Education and Promotion

The Bedford City Schools will provide Nutrition Education that will encourage students and families to make educated choices about eating healthy foods.

2. Physical Activity

The Bedford City Schools will promote experiences that will increase physical activity for all students and develop the knowledge and understanding of the short and long term benefits of a physically active life.

3. Other School Based Activities

The Bedford City Schools will promote healthy habits that will last a lifetime.

4. Staff Wellness

The Bedford City School District values the health and well being of every staff member; therefore, the district will promote activities that encourage staff members to maintain a healthy lifestyle.

5. Nutrition Guidelines

The Bedford City School District will provide assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.

The Bedford City School District will provide assurances that the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture.

The principals shall be charged with the operational responsibility, implementation, and progress under this policy.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771

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FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with free or reduce rate lunches.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Superintendent to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and/or reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and/or reduced-price meals.

The Superintendent shall prepare and implement the necessary arrangements and guidelines to ensure proper operation of this program. S/He shall ensure that the appropriate policy attachments for Free and Reduced-Price Meals or Free Milk are properly completed and/or submitted for approval to the School Food Service Division of the State Department of Education by the beginning of each school year.

R.C. 3313.81, 3313.812-814
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

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VENDING MACHINES

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. The District's share of the revenues is managed by the Treasurer in accordance with relevant Board policies and administrative guidelines.
- C. No food or beverages are to be sold or distributed which will compete with the District's food-service program.

The Superintendent and the Treasurer shall develop and implement administrative guidelines which will ensure these conditions are adhered to on a continuing basis.

R.C. 3313.811

policy

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TRANSPORTATION

The schools shall provide transportation to and from school for students attending Bedford City Schools and students living within the boundaries of the School District and attending a nonpublic school within these same boundaries as follows:

- A. kindergartners living over seven-tenths (7/10) of a mile from the school they attend
- B. first through fifth and sixth graders attending elementary schools living over one (1) mile from the school they attend
- C. middle school students living over one and one-half (1 1/2) miles from the school
- D. ninth through twelfth graders living over two (2) miles from the school

Exceptions to the foregoing limits may be made in the case of a child with a temporary or permanent disability who has been so certified by a physician and in the case of adverse safety conditions.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation between home area and school will be provided for each resident child attending a State approved nonpublic school within the District on the same basis as public school children.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every resident student entitled to transportation services.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

policy

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The schools may provide transportation for students living within the boundary of the District and attending a nonpublic school within thirty (30) minutes driving time from the collection points established by the coordinator of transportation, when the number of students attending a given school and petitioning for said service is fifteen (15) or more. Such transportation shall be in lieu of parental contracts.

The schools shall issue parental contracts to all other students living within the District and attending a nonpublic school outside the District boundaries.

The school may provide transportation to nonpublic schools located within the District boundaries for field trips related to the schools' nonreligious school curriculum. Approval for such trips may be granted only in the event that vehicles and drivers are available at the requested times. All rules applied to field trips taken by the schools shall apply to all nonpublic field trips approved. Charges shall be made for these trips at the rate of the local average cost for school bus operation plus the actual driver costs incurred.

Exceptions to these provisions shall be approved annually by the Superintendent or at such time when statutory and other legal requirements mandate.

R.C. 3313.66, 3319.41, 3327.01 et seq., 4511.01 (F),
R.C. 4511.75 et seq.
A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-08

policy

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BUS DRIVER CERTIFICATION

It is the policy of the Board of Education that all bus drivers obtain and hold proper certification under standards for school bus drivers established within the Ohio Revised Code. It is also the purpose of this Board to protect its students from drivers whose certification is invalidated by the Ohio Point Law or point standards of this District.

A driver convicted of a traffic violation which has an assessment of six (6) points (Motor Vehicles Laws of Ohio - Six Point Violations), or a driver accumulating more than six (6) points by four (4) or two (2) point violations, will be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

A driver involved in a preventable school bus accident, or judged guilty of a minor traffic violation, shall be subject to the disciplinary action established in the Superintendent's administrative guidelines.

R.C. 3327.10, 3327.01 et seq., 4511.01(F), 4511.75 et seq.
A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-05, 3301-83-06
A.C. 3301-83-07

policy

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STUDENT REMOVAL/SUSPENSION FROM TRANSPORTATION

The Board of Education holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.

The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the principal. A student may be suspended from bus transportation by the principal for disciplinary reasons up to a maximum of ten (10) days, in which case the parents are responsible for the student's transportation.

Students suspended from bus transportation shall be given written notice of their **intended** suspension and the reasons therefore, and an opportunity to appear at an informal hearing to answer the charges against them. Students whose conduct on the bus is so grievous as to consider expulsion from bus transportation shall be provided with the hearing privileges of R.C. 3313.66 (B) (D) (E).

Students whose conduct on the bus is an immediate danger to persons or property or a threat to the safe operation of the school bus may be removed as soon as practicable from the vehicle and shall be given notice as soon as practicable of a hearing which must be held within three (3) and not more than five (5) school days of the removal.

The Superintendent shall establish administrative guidelines to ensure proper compliance with all aspects of State law and State Department of Education regulations.

The safety and welfare of the student riders will be the first consideration in all matters pertaining to transportation. Safety precautions should include the following:

- A. The District's transportation program will meet all State requirements regarding the approval of bus drivers, standards for buses, and safe speeds.
- B. Special walk limits will be set for students if terrain, age of student, traffic, lack of sidewalk, or student's health have a bearing on the student's safety.
- C. Bus stops will be limited, where possible, so that students from several homes can meet safely at a central point for group pick-up.

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- D. Emergency evacuation drills will be conducted regularly throughout the school term to thoroughly acquaint student riders with procedures in emergency situations.
- E. All vehicles used to transport children will be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of service due to mechanical or equipment failure.
- F. Students in grades K-3, will be given instruction on school bus safety and behavior within the first two (2) weeks of school.

R.C. 3313.66, 3327.01, 4511.75, 4511.76

A.C. 3301-83-08, 3301-83-09, 3301-83-14, 3301-83-15, 3301-83-20

Revised 11-9-06

policy

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TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for all approved field trips.

It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by staff members. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students or adults not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

R.C. 3327.08, 3327.13, 3327.14, 3327.013
A.C. 3301-83-16

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NONROUTINE USE OF SCHOOL BUSES

The Board of Education will permit the school buses owned by this District to be used for purposes other than regularly-scheduled routes to and from school in accordance with law and rules of the State, provided such trips do not interfere with routine school transportation services.

The nonroutine use of buses shall be defined for purposes of this policy as those uses which are specified in A.C. 3301-83-16.

Buses must be operated on nonroutine trips by the holder of a valid Ohio school bus driver's license who has been approved by the Board.

The Superintendent shall develop administrative guidelines which should include provision for insurance coverage and the requirement that chaperones accompany each school bus trip involving school age passengers whose responsibility it will be to assist the staff member(s) in maintaining passenger control and in enforcing procedures for the safety of all passengers.

A.C. 3301-83-16

policy

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TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation of students by private vehicle.

Any such transportation must be approved in advance and in writing by the Superintendent in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio.

No person who is not the holder of automobile liability and personal injury insurance in the amount required by District administrative guidelines shall be permitted to transport students. The Superintendent may withdraw the authorization of any private vehicle driver whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

policy

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INSURANCE

The Board of Education shall purchase with District funds the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A. fire and extended coverage on buildings and contents
- B. comprehensive bodily injury, property damage on automobiles, buses, and trucks
- C. boiler and machinery
- D. broad term money and securities
- E. special coverage for equipment not ordinarily covered under a standard policy
- F. employee insurance coverage as specified in the Master Agreement(s) or by Board action
- G. worker's compensation coverage
- H. legal liability for Board members, employees, and authorized volunteers

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Business Manager shall administer the insurance program.

policy

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BONDING

The Board of Education recognizes that prudent trusteeship of the resources of this District dictate that employees responsible for the safekeeping of District monies be bonded.

The District shall be indemnified against loss of money by bonding of employees holding the positions and in the amounts determined by the Board.

All other employees handling money shall be covered under a blanket bond to an amount determined by the Board.

The Board shall bear the cost of bonding each employee required to be bonded by this policy.

R.C. 3313.25, 3313.83, 5705.412

policy

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STUDENT ACCIDENT INSURANCE

The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

A signed statement of insurance coverage or waiver on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

R.C. 3315.062, 3327.09

JOINT SELF-INSURANCE POOL

The Board of Education recognizes the benefits to the District of joining with other boards of education and political subdivisions in providing coverage for the insurance needs of this District and in participating in programs of risk management to prevent loss, reduce expenses, and to control liability.

The Board may provide insurance for:

- A. loss or damage to District property, real or personal;
- B. loss or damage from liability resulting from the use of District property;
- C. loss or damage from liability for the acts and omissions of District officers, employees, or volunteers;
- D. loss or damage from liability established by the workers' compensation statutes;
- E. the expenses of defending any claim against the Board members, officers, or employees of this District arising out of and in the course of the performance of their duties;
- F. hospital and medical insurance coverage.

The Board may, upon formal resolution duly adopted, become a member of a self-insurance group in order to participate in any joint self-insurance fund or funds, risk management programs, or related services offered or provided by the group. The Board's membership in the group will be governed by the bylaws of the insurance group, which must be reviewed and approved by the State Superintendent of Insurance in accordance with law.

Trustees of the self-insurance pool shall be selected in accordance with the bylaws of the insurance group; if the bylaws do not provide for the manner of a trustee's election, the trustee or trustees representing this Board shall be elected by a plurality vote of those Board members present and voting.

R.C. 2744.08, 2744.081

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. The District shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy and Administrative Guidelines 7510 - Use of District Facilities and 9700 - Relations with Special Interest Groups.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting.

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Professional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled to participate in the reciting of the Pledge. The Superintendent shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

R.C. 3313.601, 3313.602, 3313.76, 3313.77

20 U.S.C. 4071 et seq.

Gregoire vs. Centennial School District 907 F.2d 1366, (3rd Circuit, 1990)

Lee vs. Weisman, 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)