

SECTION 4:
HEALTH AND SAFETY POLICIES

SECTION 400

GENERAL HEALTH AND WELFARE

When a child is enrolled for the first time in either kindergarten or first grade:

1. Prior to November 1 of the school year, the child shall be screened for disorders in hearing, vision, speech and communication, for general health or medical problems, and for developmental disorders. This screening, or any of its elements, may be provided directly by the School or by contract with another person or governmental entity. The School may also establish a list of approved providers of screening services and request the parents to utilize one of these providers.
2. Prior to August 1 of the school year, the parents or guardians of the child must be provided with information about the screening program. If the School has determined that screening is to be obtained by the parents or guardians, it must prepare a list of providers together with information about screening services available in the community to those who cannot afford them. A parent or guardian may reject the requested screenings by signing a written statement to the effect that he/she does not wish to have his/her child receive such screening.

If the results of any health screening reveal the possibility of special learning needs, the School is required to conduct further assessment in accordance with laws regarding the education of children with disabilities.

Any child shall be exempted from the following examinations: (a) from a dental inspection if the child has been examined for dental defects by a regularly licensed dentist; (b) from a hearing test if he has been examined by a regularly licensed physician; and/or (c) from a vision test if he has been examined by a regularly licensed physician or optometrist. The parent shall provide evidence that the child was examined within the twelve (12) months immediately preceding the scheduled date of School examinations.

If the School provides hearing and vision screenings directly or by contract, the School shall:

1. Utilize methods and testing devices that are approved by the department of health;
2. Keep an accurate record of such tests and of measures taken to correct such hearing and visual defect on a form prescribed and furnished or approved by the Director of Health;
3. Make statistical data from such records available to official state and local health, education, and human services departments and agencies
4. Make individual records available to such departments and agencies only where there is evidence that no measures have been taken to correct defects determined by such tests. .

R.C. 3313.50; R.C. 3313.673; R.C. 3313.69; R.C. 3314.03.

The School shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, and, only if a physician's request is completed. See Appendix 402-A Physician's Request for Medication Form.

In the case of an emergency, only the custodial parent can authorize treatment or designate alternative individuals to make those decisions in his or her absence. However, if all reasonable measures to contact the custodial parent and his/her designees have failed, the School may seek authorization from an involved non-custodial parent (i.e. a parent who has rights of unsupervised visitation with the child).

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician or other licensed health professional authorized to prescribe medicine and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any student during school hours, the School shall require the written prescription from the child's physician with detailed instructions, written promises of the physician and the parent to forward any changes in the prescription or instructions to the school immediately upon change and to ensure delivery to the appropriate staff. This must be accompanied by the written authorization and waiver of the parent. This document shall be kept on file in the main office of the School with the secured medical files.

Only medication in its original prescription bottle labeled with the date of prescription, student's name, and exact dosage will be administered and only in the presence of another adult. Parents, or students authorized in writing by physician and parents, may administer medication or treatment but only in the presence of an adult staff member assigned for that purpose.

Only Staff Members who are licensed health professionals or who have completed a Board-approved drug administration program conducted by a licensed health professional may administer to a student a drug prescribed for the student. They may also assist a student with self-administration of medications by doing the following: (1) remind the student when it is time to take a medication and observe to ensure that the student follows the directions on the container; (2) assist the student in the self-administration of medication by taking the medication in its container from the area where it is stored and handing the container with the medication in it to the student; and (3) assist upon request by or with the consent of, a physically impaired but mentally alert student, in removing oral or topical medication from the container and in taking or applying the medication.

A licensed health professional, or a Staff Member who has completed a Board-approved drug administration program conducted by a licensed health professional, may administer any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional

authorized to prescribe drugs, and the nurse/Staff Member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication, identified as stated above, stored in or by the School's office and administered in accord with this policy. The Principal or his/her designee may prepare and distribute administrative guidelines to ensure the proper implementation of this policy.

Notwithstanding, on the written request of the student's parent and treating practitioner, the School shall permit a Student to possess drugs prescribed to the student designed to prevent the onset of a seizure or alleviate the symptoms of a seizure in accordance with the orders of the student's treating practitioner during regular school hours and School-sponsored activities in his/her classroom, in any area of the School or school grounds, and at any school-related activity. Copies of written approvals shall be provided to the School principal and the School nurse.

As long as the School or any person administering medication (a) is authorized by the Board to administer medication; (b) has the prescriber's signed statement; (c) has the parents signed authorization, which includes a promise to submit any changes to the prescription; and (d) the person has not acted in a grossly negligent or wonton or reckless manner, then that person shall not be liable for civil damages for administering or failing to administer medication.

Notwithstanding the above, written authorization or instructions from a health care provider are not required for the possession, use or application of nonprescription topical ointments designed to prevent sunburn, provided however, the School shall require written parental authorization for the application of sunscreen to a student by a School employee where application is not required pursuant to a student's Section 504 Plan or Individual Education Program. School employees authorized to apply sunscreen to students shall be of the same gender as the student and shall be observed by another same-gender employee during the application process. Sunscreen shall only be applied be in areas of exposed skin not otherwise covered by articles of clothing.

R.C. 3313.711; 3313.712; 3313.713.

See Appendix 402-A Physician's Request for Medication Form and Appendix 402-B Notice to Parents Regarding Medication Policy.

402.1 Care of Students with Diabetes

The School shall ensure that each Student with diabetes enrolled in the School receives appropriate care in accordance with orders signed by the Student's treating practitioner. Appropriate care may include any of the following:

1. Checking and recording, or assisting the Student with checking and recording, Student's blood glucose levels and ketone levels;
2. Responding to blood glucose levels that are outside of the Student's target range;
3. Administering glucagon and/or other emergency treatments, as prescribed, in the event that Student experiences severe hypoglycemia;
4. Administering, or assisting the Student in self-administering, insulin through whatever insulin delivery method the Student uses;
5. Providing oral diabetes medications as needed and prescribed;
6. Understanding recommended schedules and food intake for meals and snacks so that dosages may be calculated pursuant to the orders of the Student's treating practitioner;
7. Following any instructions regarding meals, snacks and physical activity provided by the Student's treating practitioner; and
8. Administering diabetes medication by the School nurse or by a School employee trained in diabetes care.

Diabetes medication shall be kept in a location that is easily accessible.

No Student shall be restricted from attending the School on the basis that the Student has diabetes, that the School does not employ a full-time school nurse, or that the School does not have an employee trained in diabetes care. Parents of a Student with diabetes shall not be required or otherwise pressured to provide diabetes care at the School or during School-related activities.

Parental Notice of Rights under Section 504

The Principal or his/her designee shall inform the Student's Parent that the Student may be entitled to a Section 504 plan regarding the Student's diabetes no later than fourteen (14) days after receiving an order signed by a Student's treating practitioner indicating that a Student has diabetes. See **Appendix 402.1-A** Sample Letter to Parents About 504 Plans.

Once notice has been given to the Parent, the School shall comply with all other policies and procedures for the development of a Section 504 plan as if the Student was any other Student with a qualifying disability.

School Administration of Diabetes Medication

Diabetes medication prescribed for a Student may be administered so long as all of the following conditions are met:

1. The Principal or his/her designee has a signed, written request from the Parent that the diabetes medication is to be administered, which includes a promise to submit any changes to the prescription;

2. The Principal or his/her designee receives a statement, signed by the prescriber of the medication that includes:
 - a. the name and address of the Student,
 - b. identifies the School and class in which the Student is enrolled,
 - c. states the name and dosage of the diabetes medication and the times or intervals at which the medication is to be administered,
 - d. the date administration of the diabetes medication should begin and end,
 - e. any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in the event of an emergency, and
 - f. any other special instructions for administration of the diabetes medication, including sterile conditions and storage; and
3. The Parent provides the diabetes medication in the original container in which it was dispensed by the prescriber or a licensed pharmacist and the container indicates that the Student is the proper recipient of any dosage of the medication.

Student Self-Administration of Diabetes Medication

On the written request of the Student's Parent or treating practitioner, the School shall permit a Student to provide for his/her own diabetes care in accordance with the orders of the Student's treating practitioner during regular school hours and School-sponsored activities in his/her classroom, in any area of the School or school grounds, and at any school-related activity. At the request of the Student or his/her Parent, the School shall provide the Student with access to a private area for performing diabetes care tasks.

The Student shall be permitted to possess on his/her person all necessary supplies and equipment to perform such tasks at all times. If the Principal or his/her designee determines that the Student has performed any diabetes care tasks or used medical equipment for purposes other than the Student's own care, the Board or its designee may revoke the Student's permission to provide for his/her own care.

Training

The Board may approve training that complies with the nationally recognized guidelines adopted by the Ohio Department of Education in order to instruct employees of the School who wish to be able to attend to Students with diabetes. Participation in training is voluntary. Training shall be coordinated by the School's nurse, or if the School does not employ a nurse, by a licensed health care professional with expertise in diabetes. Upon completion of the training, the Principal or his/her designee shall have the discretion to determine which employees are competent to provide diabetes care to Students.

Training shall take place prior to the beginning of each school year or as needed but not later than fourteen (14) days after the School receives an order signed a treating practitioner indicating that a Student has diabetes.

The Principal or his/her designee may distribute written notice to each employee of the School in search of employees to be trained. The notice must contain a description of the tasks to be performed, that training will be provided by a licensed health care professional, and the method of indicating interest in participating in such training. Any notice must state that participation in

training is voluntary, that the employee will not be adversely affected should he/she choose not to participate in training, and that a trained employee will be immune from liability for their actions in providing for the care of a Student with diabetes.

The Board may approve training in the recognition of hypoglycemia and hyperglycemia and emergency response procedures for any School employee who has the primary responsibility of supervising a Student with diabetes during some portion of the school day or to any bus driver that the School employs or contracts with who is responsible for providing transportation to a Student with diabetes.

The Board shall not discourage employees from agreeing to provide diabetes care nor will employee be subject to a penalty or discipline for refusing to volunteer to be trained in diabetes care or for providing care or performing duties required to provide care for a Student with diabetes.

Reporting

The Board shall report to the Department of Education by December 31 of each year: (1) the number of Students with diabetes enrolled in the School during the previous school year, and (2) the number of errors in the administration of diabetes medication to Students with diabetes during the previous school year.

Immunity

Neither the School nor any member of the Board or employee of the School shall be held liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties pursuant to R.C. 3313.7112, unless the act or omission constitutes willful or wanton conduct. Nothing in R.C. 3313.7112 serves to eliminate, limit, or reduce any other immunity or defense that a School, member of the Board, or employee of the School may be entitled to under Chapter 2744 or any other provision of the Ohio Revised Code or under common law of the State of Ohio.

A school nurse or other licensed health care professional shall be immune from disciplinary action by the Board of Nursing or any other regulatory board for providing care or performing duties under R.C. 3313.7112 if the care provided or duties performed are consistent with applicable professional standards.

R.C. 3313.7112; R.C. 3313.713

See Appendix 402.1-A Sample Section 504 Notice Letter. See also Policy 228 Section 504 of the Rehabilitation Act of 1973 and Policy 402 Use of Medications.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, and/or an epinephrine autoinjector to treat anaphylaxis at School, any School-related activity, event, or program sponsored by the School or in which the School participates, if both of the following conditions are satisfied:

- A. The student has the written approval of the student's physician and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The physician's written approval shall include at least all of the following information:
 - 1. the student's name and address;
 - 2. the names and dose of the medication contained in the inhaler;
 - 3. the date the administration of the medication is to begin;
 - 4. the date, if known, that the administration of the medication is to cease;
 - 5. circumstances in which the inhaler and/or autoinjector should be used;
 - 6. acknowledgement that the prescriber has determined the student is capable of possession and using the inhaler and/or autoinjector appropriately and has provided the student with training in the proper use;
 - 7. written instructions that outline procedures School personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack; and/or in the case of an epinephrine autoinjector, the Student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis;
 - 8. any severe adverse reactions that may occur to the student using the inhaler and that should be reported to the physician;
 - 9. any severe adverse reactions that may occur to another student, for whom the inhaler is not prescribed, should such a student receive a dose of the medication;
 - 10. at least one (1) emergency telephone number for contacting the physician in an emergency;
 - 11. at least one (1) emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
 - 12. any other special instructions from the physician.
- B. The Principal or his/her designee has received copies of the written approvals required by Subparagraph 1 of this section.

If these conditions are satisfied, the student may possess and use the inhaler at School or at any activity, event, or program sponsored by or in which the student's School is a participant.

The School, a member of the Board or the Board's representatives, or any Staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a Staff Member's prohibiting a student from using an inhaler because of a Staff Member's good faith belief that the conditions of Subparagraphs 1 and 2 of this Section had not been satisfied.

The School, a member of the Board, the Board's representatives, or any Staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a Staff Member's permitting a student to use an inhaler because of a Staff Member's good faith belief that the conditions of Subparagraphs 1 and 2 of this Section had been satisfied. Furthermore, when the School is required by this Section to permit a student to possess and use an inhaler because the conditions of Subparagraphs 1 and 2 of this Section have been satisfied, the School, any member of the Board, or the Board's representatives, or any Staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the inhaler by a student for whom it was not prescribed.

This Section does not eliminate, limit, or reduce any other immunity or defense that a School, member of a Governing Authority, or Staff or employee may be entitled to under Chapter 2744, or any other provision of the Revised Code or under the common law of this state.

R.C. 3314.14; R.C. 3314.141; R.C. 3313.716, R.C. 3313.718

See Appendix 403-A Inhaler Permission Form and Appendix 403-B Epinephrine Autoinjector Permission Form.

403.1 Procurement of Inhaler/Epinephrine Autoinjector for Emergency Use

The School chooses not to procure or attempt to procure Inhalers and/or Epinephrine Autoinjectors (“Epi-Pens”) to be available on the premises of the School for use in emergency situations.

Should the Board decide to procure Inhalers or Epi-Pens in the future, the School will consult with a licensed health professional authorized to prescribe drugs to obtain a Prescriber-Issued Protocol and adopt a policy addressing the procurement of Inhalers and/or Epi-Pens, prior to any such procurement.

A. Immunizations

Students enrolled in the School are required to have, at the time of initial entry into School and at the beginning of each School year thereafter, written evidence on file that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles (rubeola), mumps, chicken pox, rubella, hepatitis B, and meningococcal disease, as required by Ohio law and applicable Ohio Department of Health (“ODH”) regulations and guidelines (collectively, “Laws”). Adequate written evidence of such required immunizations shall consist of a statement indicating that the Student has received the required immunizations, including the immunizations received and the date of receipt, signed by a licensed physician, an official from another school, a public health department, or the Parent. In the case of a Parent’s statement, the Principal, in his/her sole discretion, may require any other evidence as s/he believes is needed to determine compliance with this policy including, but not limited to, a physician’s statement.

B. Record and Reporting

The School shall keep an immunization record for each student, available in writing to the student’s parent or guardian. No later than October 15 of each year, the School shall report a summary of the immunization records of all initial entry students to the director of health using the prescribed online reporting form, which may be accessed on the following website: <https://www.odh.ohio.gov/odhprograms/bid/immunization/schdayca.aspx>.

C. Exclusion and Readmission

In the event that (1) a Student has not received the required immunizations OR the Student is not “in the process of being immunized”, and (2) the Student’s Parent has failed to submit adequate written evidence of the required immunizations as set forth in this policy, the Student shall be:

- ☐ Excluded from School until such time as the Student’s Parent submits adequate written evidence that the Student has received the required immunizations or is “in the process of being immunized”, or that the Student is exempted from immunization requirements in accordance with this policy.
- XX Permitted to remain in School for no more than fourteen (14) days after initial enrollment in the School or, for a student previously enrolled in the School, no more than fourteen (14) days after the beginning of the school year.

Students who do not comply with this policy and any other immunization requirements of Laws shall be excluded from School no later than the fifteenth (15th) day after admission or, for students not being initially admitted, no later than the fifteenth (15th) day after the beginning of the school year.

Any Student who is admitted or commences a school year who is “in the process of being immunized”, and who does not complete the required immunizations, shall be excluded from School no later than the fifteenth (15th) day of the following school year.

“In the process of being immunized” means the student has been immunized against mumps, rubeola, rubella, and chicken pox, and if the student has not been immunized against polio, diphtheria, pertussis, tetanus, hepatitis B, and meningococcal disease, the student has received at

least the first dose of the immunization sequence, and presents written evidence to the Principal of each subsequent dose required to obtain immunization at the intervals prescribed by the Director of Health.

Any Student who is excluded for failure to comply with this policy shall be readmitted upon submission to the Principal of adequate written evidence, as set forth above, of compliance with this policy and the Laws.

D. Exemptions

Students may be exempted from required immunizations, subject to any requirements of Laws under the following circumstances:

1. A Parent may present a written statement to the Principal of objection to immunization for reasons of conscience, including religious convictions.
2. A Parent may present a written statement signed by a physician certifying that certain or all required immunizations are medically contraindicated.
3. A Parent may present a signed statement from the Parent or physician that the student has a history of measles (rubeola), mumps, and/or chicken pox and need not be immunized against the disease(s) for which the history so exists.
4. Pursuant to ODH regulations and guidelines, a parent may present laboratory testing results signed by a physician demonstrating that detectable rubella antibody is present in the Student and the Student need not be immunized against German measles (rubella).
5. Any other circumstances required by the Laws.

The Principal may require any other evidence she/he believes is needed to consider a request for exemption and, in his/her sole discretion, may determine whether to grant an exemption under the Laws to required immunizations.

The School may deny admission to a Student otherwise exempted from the chicken pox immunization requirement, if the Director of the ODH notifies the Principal that a chicken pox epidemic exists in the School's population. The denial of admission shall cease when the ODH notifies the Principal that the epidemic no longer exists. The academic standing of a Student who is denied admission during a chicken pox epidemic may be preserved in accordance with the admission, testing, and other policies of the School, and subject to Principal and Board approval.

E. Tuberculosis Testing

The Board and School shall follow the requirements and recommendations of Ohio law and the ODH, if any, with regard to tuberculosis testing of students.

R.C. 3313.67; 3313.671.

405 Emergency Medical Procedures

Serious Illness Requiring Medical Attention

If a Staff member or Student is seriously ill or injured, and needs medical attention, that Staff or Student, or any Staff or Student who believes another person is seriously ill or injured, and needs medical attention, shall notify the Principal or his/her designee or another Staff member immediately.

If a Staff member is unsure about the severity of a person's condition or unable to evaluate the situation, he/she shall call the Principal's Office and:

1. Provide the name of person who is ill or injured.
2. Indicate where the injured or ill person is located.
3. Describe the main symptoms observed.
4. Request medical assistance.
5. Indicate whether it will be necessary to call the Rescue Squad.
6. Stay with the person and do not attempt to move him or her.
7. Be sure there is a person posted to route the Rescue Squad to the ill or injured.
8. Be sure the area is clear of unnecessary traffic and on-lookers.
9. Call 911.

406 Emergency Medical Authorization

The School will annually distribute to parents or guardians of all students the “Health & Fitness Parental Consent Form” and the “Emergency Medical Authorization Form.” In the event emergency medical treatment for a student is necessary, the School will adhere to the instructions on the authorization form.

Emergency Medical Authorizations will be kept in a separate, easily accessible file in the care of the Principal or his/her designee during the school year. At the end of the school year, the authorizations will be stored until being replaced the following school year.

Any time a student or a group of students are taken away from the School's facilities as participants in a school event, the staff in charge of the event must take the Emergency Medical Authorizations for those students. This includes, and is not limited to, music trips, athletic trips, field trips, and academic contest participants. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to take standard safety precautions, follow the procedures described in the Emergency Medical Procedures policy (Policy 405), and are not to abide by any “Do Not Resuscitate” (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

See Appendix 406-A Health and Fitness Parental Consent Form and Appendix 406-B Emergency Medical Authorization Form.

407 Control of Communicable Diseases The School recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the School.

For purposes of this policy, “communicable diseases” shall include Amebiasis, Campylobacteriosis, Chickenpox, Cholera, Conjunctivitis, Cryptosporidiosis, Cyclosporiasis, Diarrhea (infectious or of unknown cause), Diphtheria, Ebola Virus, Escherichia coli (E. coli) O157:H7 or hemolytic uremic syndrome (HUS), Giardiasis, Hepatitis A, Measles, Meningitis (aseptic, and viral meningoencephalitis, but not including arthropod-borne disease), Meningococcal disease, Mumps, Pediculosis, Pertussis (whooping cough), Plague, Rubella, Salmonellosis, Scabies, Shigellosis, Smallpox, Streptococcal infection, Tuberculosis (TB), Typhoid fever, Typhus, Viral hemorrhagic fever (VHF), Yellow fever, and Yersiniosis. This list is not exhaustive and may be modified in accordance with State and Federal law.

In order to protect the health and safety of the students, school personnel, and the community at large, the School shall follow all state and federal laws and Board of Health regulations that pertain to communicable disease.

On the recommendation of a physician or a nurse, a teacher may exclude from the classroom and the Principal or his/her designee 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.

The School shall:

1. instruct teaching staff members in the detection of disease and measures for its prevention and control;
2. remove from School property to the care of a responsible adult any student identified and excluded in accordance with this policy;
3. prepare standards for or follow the health department of Center for Disease Control guidelines for the readmission of a student who has recovered from communicable disease; and
4. file reports as required by law and the State Department of Health.

Specific procedures outlined in the Appendices should be adhered to where applicable.

See Appendix 407-A Communicable Disease Procedure and Appendix 407-B Ebola Virus Disease Specific Procedures. See also Policies 405, 408, 409, 411, and 412.

The Board seeks to provide a safe educational environment for Students. This can best be accomplished by assuring that all persons in the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

1. HIV (human immunodeficiency virus);
2. AIDS (acquired immune deficiency syndrome);
3. AIDS related complex (condition);
4. HAV, HBV, HCV (Hepatitis A, B, C); and
5. other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes that Students who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board directs the Principal to assure that Students who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with federal and state statutes dealing with confidentiality and that their civil rights will be respected. Should a Student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy, Ohio law, and administrative guidelines.

409 Control of Blood-Borne Pathogens

The School 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 at the School.

If the School identifies a category of employee whose duties create a reasonable anticipation of exposure to blood and other infectious materials, then it shall contact its legal counsel to devise an appropriate procedure.

See also Policy 445 OSHA/Bloodborne Pathogens Exposure Control Plan and Policy 454 Hand Washing Policy.

When a suspected case of head lice is brought to the Principal or his/her designee's attention, the Student will be examined. If the examination detects the presence of head lice and/or nits (lice eggs) in the scalp and hair, the Student's Parents will be informed via telephone of the discovery and of the Student's exclusion from classes. Parents will be advised to remove the Student from the School for proper pediculicide treatment. The School will give Parents a copy of **Appendix 410-A** Ohio Department of Health Head Lice Information Pamphlet. If any siblings attend the School, the siblings will be examined for head lice and/or nits.

After the Student has been treated and is ready to return to School, the Student must first report to the Principal's office or school nurse's office accompanied by an adult to be examined by the school nurse or Principal or his/her designee. The Student may return to class if: [check one] ☐ the Student is free of live head lice; or ☒ the Student is free of both live head lice and nits. If Principal or his/her designee is not satisfied that the Student is sufficiently free of live lice and/or nits as required by this policy, the Student will be sent home with the Parents and may attempt to return to School again the following day. The Student will be re-examined for live head lice one (1) week after the Student is allowed to return to class.

When lice are detected in a classroom, the rest of the class will be examined to identify possible presence of lice or nits. When three or more students in any classroom are found to have head lice, the Principal or his/her designee shall send informative materials home with each class member.

See Appendix 410-A Ohio Department of Health Head Lice Information Pamphlet.

Viral infections may be present in human blood or other bodily fluids. Therefore, the following routine procedures should be used when providing care that will expose the care giver to human blood, bodily fluids, and excrement unless directed by emergency medical or other healthcare provider, law enforcement or fire department, or local, state, or federal official. These procedures are necessary to safeguard against caretaker infection and the spread of infection within the classroom environment.

1. The caretaker should observe good hand washing, including before and after all contact with a child suspected of being ill, after any exposure to blood, bodily fluids (urine, saliva, sweat, feces, vomit, semen, etc.), and other potentially infectious materials and/or surfaces, and before caring for another child. If hands are visibly soiled, hands should be washed using soap and water and not alcohol-based hand rubs.
2. Waterproof disposable gloves must be worn to protect against possible open lesions on the caretaker's hands.
3. If available, personal protective equipment should be worn by the caretaker to protect against possible exposure of mucous membranes where there is a threat of possible exposure to certain highly communicable diseases, such as Ebola virus disease. Additional personal protective equipment, such as waterproof disposable gloves, fluid resistant or impermeable gowns, eye protection, surgical facemasks, disposable shoe covers, and leg coverings should be worn when entering areas where a caretaker could be exposed to a potentially infectious materials and/or surfaces or a child suspected of being ill with a highly communicable disease. Caretakers should carefully remove all personal protective equipment to avoid contaminating one's eyes, mucous membranes, clothing or other surfaces with potentially infectious materials and good hand washing should be performed immediately after removal of personally protective equipment.
4. Any open lesions on the child's body must be covered.
5. Any pregnant caretaker should wear a surgical mask when providing care involving exposure to a child's excrement.
6. Surfaces soiled with blood, urine, feces, vomits, etc., must be thoroughly washed with soap and water and then be disinfected with the disinfectant agent provided (MATAR or its equivalent), used per manufacturer's recommendation.
7. Personnel cleaning the spill must wear disposable gloves and wash hands thoroughly after removal of contaminated gloves. Personnel cleaning the spill of blood, bodily fluids, or surfaces that may have come into contact with materials or a child suspected of infection with a highly communicable disease should wear all appropriate personal protective equipment (see number 3 above). Hands should be washed thoroughly after removal of contaminated personal protective equipment. Personnel should follow closely the instructions of any emergency medical or other healthcare provider, law enforcement, or fire department, or local, state, and federal public health official in cleaning a spill.
8. Mops and towels must be thoroughly rinsed in the disinfecting agent and properly stored if they are to be reused. If further use will not occur, they must be properly double bagged and disposed with other waste materials. If mops, towels, or any other materials were used in the cleaning of blood, bodily fluids, materials or surfaces that may have come into contact with materials or a child suspected of infection with a highly communicable disease

then the materials should be soaked in an appropriate disinfectant with a 10% solution of household bleach and water (1 part bleach, 9 parts water), double-bagged in a leak proof bag, and placed in a leak proof HAZMAT container.

Specific procedures for certain highly communicable diseases outlined in these guidelines should be followed.

49 C.F.R., Parts 171-180.

See Appendix 407-A Communicable Disease Procedure and Appendix 407-B Ebola Virus Disease Specific Procedure. See also Policies 405, 407, 408, 409, 411, and 412.

The School will not discriminate with respect to compensation, terms, conditions, benefits, or privileges of employment against applicants and employees because they have Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV), or related conditions, as long as the applicant or employee is able to meet work performance standards and perform essential job functions (with or without reasonable accommodation).

Recognizing the ongoing research on AIDS and such diseases as Hepatitis B, the Board maintains an ongoing commitment to educating staff, while reviewing policies to reflect the most current research. The Principal is to institute procedure to deal with infectious diseases of students which are passed through direct contact of body fluids.

Educational Commitment

The most effective way to handle the issue of venereal diseases such as AIDS and other infectious diseases is through the educational process. The first line of defense is prevention. Therefore, teachers may include material appropriate to the age and grade of the children with whom they are working, regarding the transmission of AIDS and other diseases such as Hepatitis B. If the parent or guardian of a student provides a written request to be excused from taking venereal disease instruction, then the student shall not receive the instruction.

The School will take steps needed to maintain confidentiality and to address student and employee safety issues, and will comply with all applicable laws regarding persons with AIDS, HIV, or related conditions.

See Appendix 412-A for School Procedures concerning Control of AIDS.

The School recognizes that food allergies, in some instances, may be severe and even life-threatening. The School has adopted this policy to create a framework for accommodating students with peanut and other food allergies and to reduce the likelihood of severe allergic reactions of students with known food allergies while at School. This food allergy policy shall be developed based on input from a committee made up of community members such as parents, school nurses, and other school employees, school volunteers, students, and community members.

Parent/Student Responsibility

1. Parents of students, or students age eighteen (18) or older, with food allergies must provide written notification to the Principal of such allergies at the beginning of each School year.
2. Parents of students with life threatening food allergies must provide the School with emergency medications, execute an Emergency Medical Authorization Form, found in **Appendix 406-B**, and cooperate with the School to formulate a Food Allergy Action Plan as described below.
3. Parents are responsible for educating their child on managing his/her food allergy at School, including, but not limited to, identifying “safe foods,” by reviewing the weekly lunch menu together, and discussing the vigilance required to self-monitor food products sold at athletic events or special student sales, foods brought for potlucks or classroom celebrations, or foods served on School-sponsored trips.

School Responsibility

1. The School must cooperate in the development of a Food Allergy Action Plan for students with life threatening allergies. The Food Allergy Action Plan must address what actions will be taken to avoid exposure at School and what actions will be taken in the event of exposure. The Plan shall be developed through consultation between the School nurse (if any) (or other School staff or person if none), the student’s parents, and the student’s physician or allergist. Once created, this Plan should be reviewed and updated annually by the School, the student’s parents, and the student’s physician or allergist.
2. The School will share the Food Allergy Action Plan developed with appropriate School staff.
3. With the consent of the student’s parents, a Food Allergy Action Plan may provide a mechanism for the School to notify the student’s classmates and/or a student’s classmates’ parents of a life threatening food allergy in the classroom.

R.C. 3313.719

See Appendix 413-A Food Allergy Notification Form. See also Policy 403 Use of Inhaler/Epinephrine Autoinjector; Policy 406 Emergency Medical Authorization; and Policy 453 Wellness Policy.

When a suspected bed bug is found on a Student or their belongings, the Principal or his/her designee shall follow these guidelines:

1. Discreetly remove the child from the classroom so the School nurse (if any) or a qualified individual can perform an inspection of the child's clothing and other belongings (including but not limited to: shoes, jackets, hats, books, backpacks, school supplies, etc.). See **Appendix 414-A** for Parental Consent to Search Child for Bed Bugs form. Place any of the child's unneeded items, such as book bags, into a large plastic bag and tightly seal the bag. If the School has a washer or dryer available, the School may wish to wash and dry the clothing on the high heat setting. If a bed bug is found on a student or his/her belongings, send home the Bed Bug Inspection Report letter contained in **Appendix 414-B**.
2. Check areas where the Student sits or affected belongings may be placed for extended periods of time. Bed bugs are excellent hitchhikers and, though they only feed on humans and rapidly retreat, they can be found in many locations.
3. Try to collect the specimen(s) using a tissue or a piece of gauze. Try not to crush the bugs. Multiple specimens can be very helpful in identification of the insect. If submitted insects are missing antennae, legs, or body segments, a precise identification often cannot be made. Do not call undue attention to any child. You may destroy other bugs found after submission by placing them in a sealed bag and disposing the bag in the trash. **VERY IMPORTANT:** If a specimen is found on a Student or the Student's belongings, remove the specimen as instructed above. The parents are to be notified by the Principal or his/her designee, if the specimen is a confirmed bed bug. Students should not be excluded from school due to bed bugs.
4. Listed below are two services available to identify insects. Please do not send live specimens via any postal or shipping service as insects can escape during shipment. Keep in mind, the post office will not deliver packages that leak. Be sure to check the websites for proper submission protocols.
 - The Ohio Department of Health (ODH) offers free service to Ohio residents: http://www.odh.ohio.gov/odhPrograms/dis/zoonoses/vbdp/vb_dref.aspx.
 - The Ohio State University offers services for a small fee: <http://www.ppdcc.osu.edu>.
5. Once received by the pest diagnostic agency, an entomologist will examine the specimen and then notify the School of the bug's identification with two days of receipt.
6. After positive identification, the Principal or his/her designee should provide the School community with the following information:
 - Parent or Guardian notification letter (See **Appendix 414-C**)
 - Resources and additional information are available on Central Ohio Bed Bug Task Force web site at <http://www.centralohiobedbugs.org>.
7. Contact the parents or guardian to inform them of the bed bug presence on their child.
 - Suggest clean, freshly laundered (on high heat setting) and sealed change of clothing be sent to School (as long as needed).

- Send only essential items to School with the Student and inspect items upon arrival at School. If possible, the School could offer to keep non-essential items overnight to help ensure the items are bed bug free.
 - Suggest keeping School items sealed in a plastic bag or tote at home and limit items going back and forth from home to School until infestation is treated.
8. Ongoing pest management should be overseen by the Principal or his/her designee.
9. When the decision is made that pesticides are going to be applied at the School for the control or prevention of bed bugs, the School should verify that their employee, or the pest control company hired, is properly licensed to apply pesticides.
- A list of licensed pest control companies and applicators can be found at www.agri.ohio.gov/apps/odaprs/pestfert-PRS-searchindex.aspx.
 - Ask the company about their experience and methods for bed bugs. Bug bombs are not effective.
10. Vacuuming procedures to follow where bed bugs are found:
- Vacuum affected areas where bed bugs are found during normal after-school cleaning schedule, including floor and baseboards.
 - Sprinkle about 1/4 to 1/2 cup of talcum powder on the last section of floor to be vacuumed.
 - Remove the bag and place in a tightly sealed plastic garbage bag for disposal.
 - Do not use the same vacuum bag if moving to an uninfested area.

Information taken from Central Ohio Bed Bug Task Force (www.centralohiobedbugs.org).

The use of animals in classrooms and on the School premises is permitted in order to support the educational mission of the School.

Animals may provide a variety of productive learning experiences for students at almost every level. The following guidelines should be observed when instituting an activity or program involving the use of animals.

- A. Students who will be in the classroom during activities with animals have submitted a completed an Animals in the Classroom and on School Premises Parent/Guardian Information and Consent Form which can be found in **Appendix 415-A**.
- B. Students are to be instructed not to bring personal pets to School at any time without approval of the Principal. Pets must be accompanied by the student's parents.
- C. It is permissible for the class to have one (1) or more animals as classroom pets with the permission of the Principal under the following conditions:
 - 1. the animal is not venomous or vicious;
 - 2. arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom environment;
 - 3. arrangements have been made for the proper care of the animal when School is not in session;
 - 4. rules have been established and understood regarding when and how the animal is to be treated by the students.
- D. When animals are to be brought into the School or classroom as part of a lesson or series of lessons, all of the conditions stated above apply, and in addition, the teacher is to ensure the proper pick-up and return of the animal.
- E. If a dog or cat is brought into the school, it must have all of its vaccinations/shots up to date and proof shall be submitted to the school office.

SECTION 420

PERSONAL SAFETY

421 Dangerous Weapons

Any visitor found possessing a weapon or other device designed to inflict serious bodily harm on School premises or on property being used by the School for School purposes may be charged with a felony. This restriction applies to visitors licensed to possess firearms unless serving as an authorized security officer or unless the Governing Authority has provided them with written authorization to convey or possess deadly weapons or dangerous ordnance in(to) the school safety zone. This policy does not apply to law enforcement personnel or state or federal officers, agents, or employees who are authorized to carry a deadly weapon or dangerous ordnance and are acting within the official duties of such position.

The Principal or his/her designee shall ensure that any visitor possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency.

A weapon may be brought on School property for educational purposes under controlled circumstances when authorized by the Principal or his/her designee.

20 USC 7151; R.C. 2923.122.

See also Policy 333 Weapons in the Workplace and Appendix 333-A Notice Regarding Weapons in the Workplace.

No person shall assault, strike, threaten, or menace a teacher, instructor, or person in charge of a class of students, or any employee while in the performance of their duties, or disrupt, disturb, or interfere with any activity conducted in or on the School premises, or unlawfully assault, strike, threaten, menace, follow, pursue, or lay hands upon a student or other person in or on the School premises, or on the way to or from School or School-sponsored activity.

School officials have the authority to call a law enforcement officer if any individual violates this policy or other posted regulations, or does not leave School property when requested to do so.

423 Facility Security

It is in the best interest of the School to protect the School's facility adequately. The areas, buildings, and equipment owned or leased by the School may be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent or his/her designee shall develop and supervise a program for the security of the School facility and equipment. Such a program may include video surveillance equipment in appropriate public areas in and around the School.

Every effort shall be made to hold accountable those who knowingly cause serious physical harm to the School facility and to require such persons to rectify the damage or pay a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent or his/her designee shall report to the Board each major case of vandalism at the School and the extent of the damage

See also Policy 424 Emergency Preparedness and Evacuation; Policy 428 Bomb Threat Policy; and Policy 447 School Emergency Management Plan.

424 Emergency Preparedness and Evacuation

The safety of Staff and Students includes preparedness and planning for possible natural and manmade disasters.

The Board authorizes a system of emergency preparedness which shall safeguard the health and safety of Students and Staff.

All threats to safety shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

All bomb threats shall require the immediate evacuation of the school building or location threatened. See Policy 428 Bomb Threat Policy.

The Principal or his/her designee shall develop procedures for the handling of school emergencies which include:

1. A schedule that allows for the routine practice of school safety procedures that will occur at least monthly while the school is in session through a combination of safety drills and fire drills;
2. An annual training session for employees of the School regarding the procedures for conducting safety drills and fire drills;
3. An annual test of the School's emergency management plan and procedures for reporting results of the test to the Department of Education;
4. A plan for the prompt and safe evacuation of any School building that shall be practiced at least six (6) times in fire drills conducted in accordance with law, if the School has smoke detectors or a sprinkler system in all classrooms of the School. If the School does not have smoke detectors or a sprinkler system in all classrooms, then fire drills must be conducted at least nine (9) times per year in accordance with the law. See **Appendix 424-A**;
5. A plan for the safe dispersal of students from School property and for the sequestration of students in the School, in response to a threat involving an act of terrorism, a person in possession of a dangerous ordinance, or other violent situation, which shall be practiced at least three (3) times in safety drills, with at least one (1) drill requiring pupils to practice securing in the School rather than evacuating. All safety drills shall be conducted in a manner consistent with the School's Emergency Management Plan and shall be made in conjunction with the police chief or other similar chief law enforcement officer in the jurisdiction in which the School resides;
6. A plan to conduct one (1) theoretical safety drill to provide instruction to faculty and staff regarding procedures. The theoretical drill does not require student participation and may be conducted during annual training sessions on safety procedures;
7. The designation of appropriate locations to shelter students in case of a tornado;
8. Instructions in safety precautions to be taken in case of a tornado alert or warning and a plan for the prompt and safe procedure to shelter students in case of a tornado which shall

be practiced at least one (1) time per month while school is in session during the “tornado season” of April 1 to July 31 conducted in accordance with law;

9. Design of a communications system;
10. Procedures to follow whenever any employee becomes aware of an emergency or impending emergency;
11. Cooperation with such local officials and agencies such as the fire marshal and law enforcement, including a procedure for providing at least seventy-two (72) hours written notice to local law enforcement prior to conducting each school safety drill; and
12. Procedures for the Principal or his/her designee to provide a written record to the police chief or similar law enforcement officer of the jurisdiction in which the School is located certifying the date and time each safety drill was conducted in the prior school year and the anticipated date of each drill during the current school year, no later than December 5 of each school year.

R.C. 3737.73; R.C. 3313.536; OAC 3301-5-01; OAC 1301: 7-7-04.

See **Appendix 424-A Safety and Health Plan Emergency Drills, Appendix 424-B Emergency Drill Log, Appendix 424-C Sample Emergency Drill Calendar.** See also **Policy 428 Bomb Threat Policy.**

424.1 Student Suicide

The School recognizes that a Student with self-destructive and suicidal thoughts poses a danger both to himself/herself and to other students and School faculty and staff. The School shall incorporate training in youth suicide awareness and prevention into in-service training required under Ohio law. Each person employed as a nurse, teacher, counselor, school psychologist, or administrator must undergo training at least once every two years.

The School may provide appropriate instruction on personal safety and assault prevention to all students in grades kindergarten through 6. Beginning with the 2023-2024 school year, the School may provide at least one hour or one standard class period per school year of evidence-based instruction for students in grades 6-12 in each of the following topics:

- Suicide awareness and prevention;
- Safety training and violence prevention; and
- Social inclusion.

Students may be excused from instruction in these areas upon written request from the parent.

All School personnel, including teachers and School staff, should be watchful of a Student who exhibits signs of unusual depression or threatens or attempts suicide. Any such signs or the report of such signs from another student or persons familiar with the Student outside of the School should be taken seriously.

Where any teacher or School staff member reasonably suspects that a Student may be self-destructive or exhibiting signs of unusual depression, the teacher or staff member should report all concerns to the Principal or his/her designee and/or School counseling services, including a School Guidance Counselor. The School should also take all reasonable steps to alert a Student's parent or legal guardian of any concerns related to threats or attempts to commit suicide.

The School shall immediately notify the public Children's Services Agency or local law enforcement agency if, in the course of contact, the parent or guardian refuses to acknowledge the Student's suicidal intent and indicates no plan to act for the safety of the Student, or if the parent is unavailable to be consulted.

If it is believed that a Student poses immediate risk to himself/herself or others, the Principal or his/her designee or a School counselor should immediately contact necessary local emergency medical and law enforcement agencies and the Student's parent or legal guardian. The School shall ensure that all emergency protocols are followed when the Principal or his/her designee determines that it is necessary to initiate such procedures.

Throughout any intervention, it is essential that Board policies and School guidelines regarding confidentiality be observed at all times.

The School should take all reasonable steps to provide a Student with information related to suicide prevention including **twenty-four hour suicide prevention hotlines available via telephone at 1-800-273-8255**. If the School serves grades nine through twelve, the School shall also include the telephone number for the **National Suicide and Crisis Lifeline (988)** on: (a) each student's identification card, if one is issued; (b) each planner issued to a student by the School; and (c) any electronic portal administered by the School that may be accessed by students.

R.C. 3313.474.

Portable electric equipment must be handled carefully to avoid damage. Flexible electric cords connected to equipment should not be used for raising or lowering the equipment. Flexible cords must not be stapled or hung in a fashion that could damage the outer jacket or insulation.

Portable cord- and plug-connected equipment as well as extension cords must be visually inspected for external defects and internal defects before use.

A flexible cord used with grounding-type equipment must contain an equipment grounding conductor.

In highly conductive work areas, such as those inundated with water or other conductive liquids or job locations where employees or students are likely to come in contact with water or conductive liquids, the location must be approved if portable electrical equipment and flexible cords will be used.

If energized equipment is being used, employees or student's hands must not be wet when plugging and unplugging flexible cords and cord- and plug-connected equipment.

Insulating protective equipment must be used to handle energized plug and receptacle connections if there is any chance that the connection could provide a conducting path to the employee's hand.

See **Appendix 425-A** General Safety Procedures.

Every accident in a School facility, on School grounds, at practice sessions, or at any event sponsored by the School must be reported immediately to the person in charge and to the Superintendent or his/her designee. An accident report must be completed for each accident. Accident forms are available in the School.

See **Appendix 426-A** Form for Reporting Accidents to Students.

The Board welcomes and encourages visits to School programs by parents, other adults, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons, it is necessary to invoke visitor controls. All visitors, including parents and volunteers, must report to the School office upon entering the School building and sign the guest register. This procedure has been adopted for the safety of our students and staff. Children from other schools may not visit during the school day. Exceptions may be made at the Superintendent or his/her designee's discretion for families who are considering enrollment.

The Superintendent or his/her designee has the authority to prohibit the entry of any person, including but not limited to parents, other adults and/ or educators, to a program of the School or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the program. If such an individual refuses to leave the School grounds or creates a disturbance, the Superintendent or his/her designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent or his/her designee may promulgate such administrative guidelines as are necessary for the protection of students and staff from disruption to the educational program or the efficient conduct of their assigned tasks.

All volunteers (both new and current) having unsupervised access to students on a regular basis are hereby notified that the School may at any time require a set of fingerprints for purposes of making a criminal records check. If a criminal records check is conducted on a volunteer, and the records check reveals one of the prohibited violations, the School may no longer utilize the volunteer in a position involving unsupervised access to children on a regular basis, unless a notice is sent out to the parent or guardian of each child served by the School. The notice must be in writing, name the volunteer and indicate that the volunteer has been convicted of or entered a guilty plea to one or more of the prohibited violations. The notice must be sent to the parent or guardian on the date the School commences providing services to the child or on the date the School decides to accept the person as a volunteer after receiving the report of the result of the criminal records check, whichever is later.

R.C. 109.575

A bomb threat may be received by phone, mail or a personal message.

Any Staff receiving a bomb threat by phone should ask the caller to give the message to the Superintendent or his/her designee. If the caller refuses, then the Staff person who received the call should attempt to engage the caller in conversation on the phone. The Staff member should obtain as much information as possible as suggested on the Bomb Threat Form and obtain the nearest person's attention so that the Principal can be notified. Staff should make an effort to contact the Police on another outside line and have a tracer place on the caller if time permits.

If Superintendent determines, the building is to be evacuated and Staff should notify all building occupants of the decision to evacuate.

Staff should account for all building occupants at the determined evacuation point, and report any missing individuals to Superintendent and the emergency responders.

Staff should note unusual or unfamiliar objects as they evacuate and report such objects to the Superintendent. **NO STAFF SHOULD TOUCH OR MOVE SUCH OBJECTS.**

To the extent practicable without causing delay, all interior doors should remain open to minimize possible structural and compression damage. This instruction does not apply to a lock-down situation.

See Appendix 428-A Bomb Threat Form and Call Checklist. See also Policy 424 Emergency Preparedness and Evacuation, Policy 429 Crisis Media Situations; and Policy 447 School Emergency Management Plan.

Any School crisis such as injury, school bus accident, or suicide should be reported to the Principal or his/her designee immediately along with as many details, names, etc. as possible.

In a crisis situation, it is important to have one person providing facts to the media, and ideally only after parents have been notified. No one is to report the nature or extent of injury at any time.

Depending on the situation, the Principal or his/her designee will go immediately to the site. A building employee should be present also for parental contact and incoming inquiries.

No reporter should be allowed to roam freely in a crisis situation. He/she should be personally escorted to a designated area, and not allowed to video and interview students who are injured or in an otherwise crisis situation.

See also Policy 145 Media Policy, Policy 424 Emergency Preparedness and Evacuation, Policy 428 Bomb Threat Policy, and Policy 447 School Emergency Management Plan.

430 AED and CPR Training

An automated external defibrillator (“AED”) shall be placed in each school building under the control of the Board, and shall adopt an emergency action plan for the use of AEDs (**Appendix 430-A AED Emergency Action Plan**).

The School shall require training in the use of an AED and cardiopulmonary resuscitation (“CPR”) by all teachers, principals, administrative employees, coaches, athletic trainers, any other person that supervises interscholastic athletics, and any other employee subject to in-service training requirements. Training shall be incorporated into in-service training.

All employees shall complete training in both CPR and AED use no later than July 1, 2018, and once every five (5) year period thereafter. The School may provide training to any other person employed by the School.

The School shall provide instruction to students in grades nine (9) to twelve (12) in the use of an AED and in CPR, including instruction on the hands-on skills necessary to perform CPR and use an AED. Students who are incapable of performing the psychomotor skills necessary to perform CPR or use an AED shall be excused from CPR and AED instruction.

For all training in the use of AEDs and CPR, the School shall utilize either: (a) an instructional program developed by the American Heart Association or the American Red Cross, that includes instruction in CPR and the use of an AED; or (b) any other nationally recognized instructional program that is based on the most current national, evidence-based emergency cardiovascular care guidelines for CPR and the use of AEDs.

Notwithstanding the above, the School shall not be required to provided AED or CPR instruction or training if the School is an internet- or computer-based community school, [or is a community school in which the majority of enrolled students are children with disabilities.]

R.C. 3313.6023; R.C. 3313.6021; 3314.16

SECTION 440

ENVIRONMENTAL HEALTH AND SAFETY

The School believes that the employees and students of the School, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the School will provide reasonable and adequate protection to the lives, safety, and health of its employees and students, in compliance with all applicable federal and state laws and regulations.

Public Employment Risk Reduction Program (PERRP) Compliance***

The Principal or his/her designee shall be responsible for the maintenance of standards in the facilities to prevent accidents and to modernize their consequences. She/he shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the School and take appropriate action on any violations thereof to the Principal or his/her designee.

The Principal or his/her designee shall ascertain that the employees and students of the School are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of PERRP.

The Principal or his/her designee shall post and keep posted a notice informing employees of the protections and obligations provided under PERRP. The Principal or his/her designee shall annually post on February 1 and keep posted until April 30 a copy of the summary of all work-related incidents from the following year. Postings shall be in a conspicuous place where notices to employees are customarily posted.

The Principal or his/her designee shall comply with any mandatory recordkeeping requirements. Such records shall include the following:

1. An incident report for all work-related injuries and illnesses, which shall be completed no later than six (6) working days after receiving information that a recordable incident has occurred (**Appendix 441-A**);
2. An incident report for any employee death or the in-patient hospitalization of three (3) or more employees due to a work-related incident, which shall be completed within ten (10) days of orally reporting the death or in-patient hospitalization to PERRP (**Appendix 441-A**);
3. A log and summary of all work-related injuries and illnesses, which shall be updated as early as practicable following the injury or illness, but no later than six (6) working days after receiving information that a recordable injury or illness has occurred (Log available at **Appendix 441-B**, Summary available at **Appendix 441-C**);
4. A record of public employee exposure to potentially toxic and/or carcinogenic materials and/or harmful physical agents that are required to be monitored under any Ohio Public Employment Risk Reduction Standard (**Appendix 441-D**); and

5. A record of all incidents where a public health care worker employed by the School is exposed to blood or other material potentially containing bloodborne pathogens through a needlestick or other sharp (**Appendix 441-E**).

Records shall be maintained on a calendar year basis and shall be retained for at least five (5) years following the end of the year to which the records relate. All records required to be maintained shall be made available for inspection by the Ohio Bureau of Workers Compensation and any employee, former employee, or employee representative for examination and copying at reasonable times.

The following mandatory reporting requirements shall be complied with by the Principal or his/her designee:

1. The School shall submit the annual summary of all work-related injuries and illnesses no later than February 1 of the following year to which the records relate;
2. The School shall orally report the incident within eight (8) hours after the death of any employee or the in-patient hospitalization of three or more employees as a result from a work-related incident, or within eight (8) hours of learning of the death or in-patient hospitalization; and
3. The School shall submit the sharps injury form within ten (10) business days of any incident where a public health care worker employed by the School is exposed to blood or other material potentially containing bloodborne pathogens through a needlestick or other sharp.

All reports shall be made to:

Public Employment Risk Reduction Program
Division of Safety and Hygiene
13430 Yarmouth Drive
Pickerington, OH 43147
Fax: 614-621-5754
Phone: 614-644-2246 or 800-671-6858

Website: <https://www.bwc.ohio.gov/employer/programs/safety/sandhperrp.asp>

In the event an inspection is made by a representative of the State, the Principal or his/her designee shall report the results thereof to the Board at the meeting following the receipt of the State report.

Occupational Safety and Health Administration (OSHA) Compliance

The School believes that the employees and students of the School, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the School will provide reasonable and adequate protection to the lives, safety, and health of its employees and students, in compliance with Federal and State laws and regulations.

The Principal or his/her designee shall be responsible for the maintenance of standards in the facilities to prevent accidents and to modernize their consequences. She/he shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the School and take appropriate action on any violations thereof to the Principal or his/her designee.

The Principal or his/her designee shall comply with any mandatory reporting requirements. Such reporting shall include reporting to OSHA (a) within eight (8) hours, the death of an employee as a result of a work-related accident, and (b) within twenty-four (24) hours, the in-patient hospitalization, amputation, or loss of an eye of an employee as a result of a work-related accident. The School shall maintain any injury or illness records that may be required by OSHA and shall provide access to employees, former employees, or appropriate representatives consistent with OSHA regulations.

All staff members have the right and obligation to report work-related injuries or illnesses. Employers, including the School or Management Company, are prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses.

Staff members shall complete an incident report (**Appendix 441-A**) for all work-related injuries and illnesses within six (6) working days after receiving information about a recordable incident, injury, or illness. If an injury or illness has latent symptoms and is not immediately apparent, the staff member shall complete an incident report within six working days of identification of the injury or illness.

The Principal or his/her designee shall post and keep posted a notice informing employees of the protections and obligations provided under OSHA as required by law (see **Appendix 441-F**). Postings shall be in a conspicuous place where notices to employees are customarily posted and all copies of the posting shall be at least 8.5 x 14 inches in size with at least 10 point type.

The Principal or his/her designee shall ascertain that the employees and students of the School are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of OSHA. In the event an inspection is made by a representative of OSHA, the Principal or his/her designee shall report the results thereof to the Board at the meeting following the receipt of the State report.

***Note regarding this policy: the Board shall comply with the Public Employment Risk Reduction Program and Occupational Safety and Health Administration requirements for all Board employees. However, School staff members employed by a management company are subject only to OSHA requirements and are not subject to PERRP requirements provided above.

R.C. 4167 et seq.; OAC Chapter 4167; 29 CFR 1903.2; 29 CFR 1904.2; 29 CFR 1904.35; 29 CFR 1904.39

See Appendices 441-A-F. See also Policy 343 Reporting Accidents.

It is necessary for everyone to utilize property, supplies, and equipment in the course of doing their jobs. Staff should take care of these items and should know how to use them properly. Damaged equipment should be reported to the Superintendent or his/her designee immediately so that it can be repaired.

The Board requires Staff and Students to be economical, in part, by turning off unnecessary lighting, turning off appliances and other equipment not in use, closing doors and windows that allow cool or warm air to escape, not running water needlessly, and reporting to Superintendent or his/her designee, any unnecessary use of water, gas, or electrical power. A small amount of waste by each employee or student equals a large amount of waste overall. The ability to save time and materials can contribute to the overall success of the School.

443 Hazard Communication Program

The Superintendent or his/her designee will provide information about chemical hazards and other hazardous substances and how to control those hazards in the Hazard Communication Program.

The Program includes the following objectives:

1. Container labeling;
2. Material Safety Data Sheets; and
3. Employee Information and Training.

The following program outlines how the School will accomplish these objectives.

Container Labeling

It is the policy of the School that no container of hazardous substances will be released for use until the following label information is verified:

1. Containers are clearly labeled as to the contents;
2. Appropriate hazard warnings are noted; and
3. The name and address of the manufacturer is listed.

The responsibility for label verification has been assigned to the Superintendent or his/her designee. To further ensure that employees are aware of the hazards of material used, it is the School's policy to label all secondary containers. The School shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

The responsible staff shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.

Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which employees and students may be exposed are kept in each area where the substances are used as well as in a book in the School office. The Superintendent or his/her designee will be responsible for obtaining and maintaining the data sheet system.

The Superintendent or his/her designee will review incoming MSDS for new and significant health/safety information. She/he will see that any new information is passed on to the employees.

MSDS will be reviewed for completeness by the Superintendent or his/her designee. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. MSDS will be available to all employees in their work area for review. If MSDS are not available or new hazardous substance(s) in use do not have MSDS, please contact the Superintendent or his/her designee immediately.

Staff Information and Training

Staff will attend a health and safety orientation set up by the Superintendent or his/her designee, for information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the Regulation;
2. The details of the written Hazard Communication Program, including the location and availability of the Program, list of hazardous substances, and MSDS;
3. Information on the hazardous substances within the School;
4. Measures staff may take to lessen or prevent exposure to these hazardous substances through usage of control plans, work practices, emergency procedures, and personal protection equipment;
5. Methods and observations that the School may use to detect the presence of, and to lessen or prevent exposure to, these substances;
6. How to read labels and review MSDS to obtain appropriate hazard information.

When new hazardous substances are introduced, the Superintendent or his/her designee will call a meeting and distribute information related to the new material.

Hazardous Substances

Information on all hazardous substances within the School can be found in the MSDS book located in the School office.

Hazardous Non-Routine Tasks

Periodically, staff are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by the Superintendent or his/her designee, or the affected employee shall request such information, about hazards to which they may be exposed during such an activity.

This information will include:

1. Specific hazards;
2. Protective/safety measures which must be utilized;
3. Measures the School has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

42 U.S.C. 9601 et seq.; 29 CFR §1910.1200; OAC 3701-54; R.C. 4167 et seq.

The School is concerned for the safety of the students and staff members and will comply with applicable 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 Board appoints the Principal or his/her designee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will conduct a training program for all School 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 School's written Hazard Communication Plan.

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.

Asbestos Hazards. In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the School recognizes its responsibility to:

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

The Superintendent or his/her designee shall appoint a person to develop and implement the School's Asbestos Management Plan which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students. At least once each school year, the School will notify parent, teacher, and employee organizations of the availability of the School's Asbestos Management Plan and any asbestos-related actions taken or planned in the School.

The School shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the School agrees to comply with all applicable laws and regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the School or 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 School, the Board or its officers and staff or employees.

20 U.S.C. 4011 et seq.; 15 U.S.C. 2641 et seq.; 42 U.S.C. 9601 et seq.; 40 CFR 763.93; R.C. 4167.01 et seq.

Exposure Control Plan

The Principal or his/her designee shall develop and implement an Exposure Control Plan to minimize or eliminate occupational exposure to bloodborne pathogens in accordance with the OSHA Bloodborne Pathogens Standard, 29 C.F.R. 1910.1030, and the Ohio Employment Risk Reduction Standards as amended. Universal precautions shall be observed to prevent contact with blood, bloody body fluids, or other potentially infectious materials. If differentiation between types of body fluids is difficult or impossible, the body fluids shall be considered potentially infectious materials.

The Exposure Control Plan must be readily available to all employees and their representatives. Personnel within each job category listed in the Exposure Control Plan shall be trained annually in and will be responsible for practicing the procedures outlined in the Exposure Control Plan in the event of exposure to bloody body fluids. Training for staff provided at no cost and during working hours. The Principal or his/her designee shall document the date, attendance and contents of each training session which shall be retained for three (3) years.

Annual Review and Update

The Principal or his/her designee shall review and update the Exposure Control Plan at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure. Such review must take into account technological developments that reduce the risk of exposure to bloodborne pathogens.

The Principal or his/her designee must annually document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure. The Principal or his/her designee must also solicit input from non-managerial employees responsible for student care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective work practice controls, and such solicitation must be documented in the Exposure Control Plan.

29 CFR 1910.1030

See **Appendix 445-A** OSHA Model Exposure Control Plan

446 Prevention of Lead Poisoning

Exposures to lead in doses much smaller than previously thought represent a definable risk to children's health and their ability to learn.

The School will attempt to control the use and maintenance of lead-bearing building products and avoid the use of any educational or maintenance procedures or products which may create lead exposures.

The School assures that a parent or guardian outreach program will be implemented to properly communicate information regarding risks from lead and other heavy metals in an attempt to help prevent exposures, by including an informational packet similar to that in **Appendix 446-A**.

R.C. Chapter 3742.

See Appendix 446-A.

The Principal or his/her designee with supervisory authority shall examine the environmental conditions and operations of each School building under his or her supervision to determine potential hazards to student and staff safety, and shall propose operating changes to prevent dangerous circumstances and develop and adopt a comprehensive school emergency management plan to respond to such hazards (“EMP”). The EMP shall consist of four parts: (i) the emergency operations plan; (ii) a floor plan that is unique to each floor of the School’s building; (iii) a site plan that includes all building property and surrounding property, and (iv) an emergency contact information sheet. The Principal shall consult with community law enforcement and safety officials, parents, and School employees when developing the EMP, and shall list the name, title (if applicable), contact information and signature of all participating parties in the final EMP.

Emergency Operations Plan

The emergency operations plan shall be contained in a single document designed to address and respond to all-hazards that may negatively impact the School, at minimum including the following events: an active shooter event; a hostage situation; a bomb threat; an act of terrorism; bullying; and any other natural or manmade hazards that the Principal or his/her designee knows of or should reasonably anticipate occurring that could compromise the health or safety of students, employees, administrators or property based on the results of a hazard identification and risk analysis for the School. The hazard and risk analysis shall also be included with the emergency operation plan.

The emergency operations plan shall be an all-hazards plan in compliance with the National Incident Management System (“NIMS”) and plan operations shall be organized around five mission areas. These include:

1. Prevention: meaning the capabilities needed to deter, stop or avoid an imminent crime, threat or actual mass casualty event;
2. Protection: defined as the capabilities to secure the School against manmade and natural disasters, acts of violence, or other ongoing hazards;
3. Mitigation: meaning the capabilities needed to eliminate or reduce property damage, injury or loss of life by minimizing the impact of an emergency event and decreasing the likelihood of hazardous events;
4. Response: means the capabilities necessary to stabilize an emergency once it has already happened or is certain to occur in an unpreventable way by establishing a safe and secure environment in order to save lives and property; and
5. Recovery: meaning the capabilities necessary to restore a learning environment after an emergency situation.

Each protocol shall include procedures deemed appropriate by the Principal or his/her designee with supervisory authority for responding to threats and emergency events, respectively, including procedures for the notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance, and informing parents of affected students. When

approved by the Ohio Building Code and noted in the School's certificate of occupancy, the emergency operations plan may also include the use of temporary door locking devices to prevent ingress and egress in emergency situations or during active shooter drills.

The emergency operations plan shall incorporate education procedures, including procedures that involve the use of training drills, to instruct students, staff and administrators on methods to avoid, deter, or stop an imminent crime or safety issue.

Prior to the opening day of each School year or upon initial enrollment, whichever is later, the Principal or his/her designee with supervisory authority shall inform each student enrolled in the School and the student's parent of the parental notification procedures included in the EMP.

EMP Test

The Principal or his/her designee with supervisory authority shall prepare and conduct at least one annual emergency management test, defined as a regularly scheduled drill, exercise, or activity that is designed to assess and evaluate an emergency management plan. The emergency management test shall be either:

1. A tabletop exercise held in an informal setting to discuss of various issues regarding a hypothetical, simulated emergency;
2. A functional exercise conducted in a realistic, real-time environment designed to validate and evaluate the School's emergency capabilities by exercising plans, policies, and procedures through a projected exercise scenario with event updates that drive activity at the management level; or
3. A full-scale exercise involving multiple agencies, organizations, and jurisdictions in order to test and validate the School's many facets of preparedness.

Each exercise type shall be used at least once every 3 years, and shall assess at least one hazard identified in the School's hazard and risk analysis. At least one representative from the local law enforcement agency, fire department, emergency medical services agency or behavioral health entities shall be invited to participate in or observe the emergency management test; however, actual observation or participation by any outside entities shall not be required. Students shall not be included in emergency management tests unless the School has received parental consent, and it is determined by the Principal or his/her designee that the student's participation would be beneficial to the School and would be appropriate given the student's age and understanding of the test's purpose.

The Principal or his/her designee with supervisory authority shall submit an after action report documenting the emergency management test to the Ohio Department of Education no later than thirty (30) days after the test is completed. See **Appendix 447-A**.

The School shall also conduct routine safety drills, including at least one (1) theoretical drill, to provide students and staff with instruction on securing in the building or rapidly evacuating in

response to a threat to the School involving an act of terrorism a person possessing a deadly weapon, or another act of violence requiring an immediate response.

The EMP shall be submitted electronically using the standardized forms developed by the Department of Education. The Principal or his/her designee with supervisory authority shall review the EMP annually by September 1 and certify to the Department of Education that the plan is current and accurate. The EMP shall be updated and revised at least every three (3) years from the previous date of compliance. The Principal or his/her designee with supervisory authority must also submit an updated electronic copy of the EMP to the Department of Education whenever a major modification to the School building necessitates changes in the EMP's procedures or whenever the emergency contact information changes. Updated copies are due to the Department within ten (10) days of the adoption of any changes to the EMP. A copy of the EMP shall also be filed with each law enforcement agency having jurisdiction over the School building(s). Upon request, the EMP will be filed with the fire department and emergency medical service organization serving the political subdivision or county, respectively, in which the building is located.

The Principal or his/her designee with supervisory authority shall keep copies of this EMP in a secure place. Copies of the EMP and information pertaining to the School's safety protocols are not public records and shall be exempt from public disclosure or release in accordance with the Ohio Public Records Act.

The School will grant access to School buildings so that law enforcement personnel, the fire department for the political subdivision, emergency medical service organizations for the political subdivision, and emergency management agencies for the county in which the building is situated may hold emergency response training sessions. The training sessions must occur outside of student instructional hours, and the Principal or a designee of the School must be present during the sessions.

Threat Assessment

Beginning with the 2022-2023, if the School serves any of the grades 6-12, the School shall establish a multidisciplinary Threat Assessment Team ("TAT"), comprised of a School administrator, and when possible, mental health professionals, school resource officers, and other necessary personnel. Upon appointment, and every three (3) years thereafter, each member of the TAT shall complete a threat assessment training approved by the Department of Public Safety, which shall include instruction on the following:

- Identifying behaviors, signs and threats that may lead to a violent act;
- Determining the seriousness of a threat; and
- Developing intervention plans that protect potential victims and address underlying problems or conflicts that initiated the behavior and assessment results.

Proof of training shall be uploaded with the EMP.

The TAT shall conduct a threat assessment to minimize the risk of targeted violence at the School. The TAT shall utilize an evidence-based threat assessment process or best practices threat assessment guidelines created by the national threat assessment center (including the joint U.S. Secret Service and U.S. Department of Education publication, Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates for identifying, assessing, and managing students who may pose a threat). The results of the threat assessment shall be used to develop a Threat Assessment Plan (“TAP”), which shall be incorporated into the EMP and shall do at least the following:

- Identify the types of threatening behavior that may represent a physical threat to the School community;
- Identify individuals to whom threatening behavior should be reported and steps to be taken by those individuals;
- Establish threat assessment guidelines, including identification, evaluation of the seriousness of a threat or danger, intervention to reduce potential violence, and follow-up to assess intervention results; and
- Establish guidelines for coordinating with local law enforcement agencies and reports collected through the School’s anonymous reporting tip-line, including identification of a point of contact.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence. Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency. In the event that the Principal or his or her designee learns of a threat of violence or concerning communications or behaviors that indicate the likelihood of a threatening situation, the TAT will be directed to meet to gather information, evaluate facts, and make a determination as to whether a threat of violence exists. If the TAT determines that there is a specific risk of violence, the TAT may collaborate with interested parties to develop and implement a written plan to manage or reduce the threat posed by the student in that situation. Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

The TAT shall maintain student confidentiality as required by the Family Educational Rights and Privacy Act (“FERPA”), including in conformity with the health or safety emergency exception to FERPA permitting disclosure of student information to appropriate parties to address a health and safety emergency.

Notwithstanding any other immunity or defense available, the School, Board, and employees, including the members of the TAT shall not be liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a TAT member’s execution of duties related to school safety unless the team member’s act or omission constitutes willful or wanton misconduct.

Anonymous Reporting Tip-Line

The School shall register with the SaferOhio school tip line operated by the Ohio Department of Public Safety or enter into an agreement with an anonymous reporting program that is capable of the following:

- Operates 24 hours a day, seven days per week; and
- Forwards all reported information to and coordinates with the appropriate school Principal, threat assessment teams (once established) and law enforcement.

The School shall promote the availability of the anonymous reporting tip-line.

The School will maintain a log of reported tips, including demographic information about the student subject to the report, and any disciplinary or mental health actions and/or referrals made for the subject student.

Cell Phones

The School's EMP shall address student use of cell phones during an active threat or emergency.

R.C. 3737.73(D); R.C. 3314.03(A)(11)(d); R.C. 3313.669; R.C. 3313.6610; R.C. 5502.6262; R.C. 5502.263; O.A.C. 3301-5-01.

See also **Policy 423 Facility Security, Policy 424 Emergency Preparedness and Evacuation; Appendix 424-A Emergency Management and Health Plan Emergency Drills, Policy 428 Bomb Threat Policy, Policy 429 Crisis Media Situations, and Appendix 447-A Data Collection Worksheet: Information for EMT (Emergency Management Test) Entry Into SAFE Account.**

School inspections, designed to identify conditions within the School and School building that may be injurious to the safety or health of building occupants, will be conducted at least semiannually by the local board of health, according to standards set by the local board of health.

If the local board of health serves an order upon the School to abate nuisances or correct conditions detrimental to health or well-being which are found upon School property, the person responsible for upkeep of the property shall abate the nuisance or condition within such reasonable fixed time as is set by the local board of health.

The School shall periodically review its policies and procedures to ensure the safety of students, employees, and other persons using the School building from any known hazards in the building or on building grounds that, in the judgment of the School, pose an immediate risk to health or safety. The School shall further ensure that its policies comply with all federal laws and regulations regarding health and safety applicable to school buildings.

The School shall at all times have in place a Chemical Hygiene Plan and an Asbestos Management Plan in accordance with federal law.

R.C. 3313.86, 3707.03, 3707.26, 29 CFR 1910.1450, 15 USC 2651 et seq.

See Appendix 448-A Chemical Hygiene Plan. See also Appendix 269-A No Smoking Sign; Policy 402 Use of Medication; Policy 409 Control of Blood Borne Pathogens; Policy 429 Crisis Media Situation; Policy 444 Toxic Hazards and Asbestos Hazards; Appendix 444-A Asbestos Management Plan; and Policy 447 School Emergency Management Plan.

Faculty, staff, and parents of students may request and receive prior notifications of scheduled pesticide applications that occur on or in the classroom buildings of the School when School is in session that involve one or more of the following products:

- Manufactured paste or gel baits;
- Paraffin-based rodent control products placed in industry-identified tamper-resistant bait stations;
- Termite-baiting stations;
- Rodenticides which are placed in wall voids or other areas that are inaccessible to humans and domestic animals; or
- Dusts used in unoccupied areas of the structure.

The method of notification may include regular mail, email, or listserv, as determined by the Principal.

If special circumstances arise that prevent prior notification from being provided as required, such as emergency application of pesticides to control organisms that pose an immediate health threat, the School shall provide notice as soon as possible. The notice shall explain the reasons why advance notice was not provided.

The Principal shall serve as contact person for pesticide applications made at the School. The School shall maintain the following records for inspection during normal school hours by parents or guardians of minor children, adult students, faculty, and staff who are enrolled or employed at the School, or the Department of Agriculture:

1. For a pesticide application described in this policy or any other application for either the longer of four hours or the minimum time specified by the label of the pesticide applied prior to the beginning of the school day; at a time after the school day has concluded; or when school is not in session under the calendar established by the local school board:
 - Date and time that the pesticide was applied;
 - Treatment area;
 - Target pests;
 - Brand name and EPA registration number of the pesticide applied; and
 - The time or conditions for re-entering the treatment area as specified by the label of the pesticide applied, if any is specified.

The School will retain such records for a period of one year following the date of application.

2. Documentation that the School provided notifications requested by faculty, staff, and parents of students under this policy.

O.A.C. 901:5-11-15

SECTION 450
FOOD SAFETY

All students will remain at school for lunch and will not be allowed to leave the School or any recreation areas or common areas without permission, or, if the School authorizes leaving the School for lunch, all students shall follow the School's procedures and rules. Supervision of student activity in the lunchroom, recreation or common areas shall be the responsibility of the teacher or staff member in charge who may delegate this authority to others.

Any food service program provided or contracted for by the Board shall comply with Federal and State regulations pertaining to the counting, menus, selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. The contracted food service program shall be responsible for the planning as well as for the dietary and nutritional requirements of the meals served.

If the School engages a food service management company ("FSMC") to manage its food service operations, the School shall:

1. Retain signature authority and control of the quality, extent, and general nature of the food service and prices to charge children for meals, by monitoring the FSMC's compliance with any contract;
2. Ensure that all federally donated foods received by the School and made available to the FSMC accrue only to the benefit of the School and fully utilized therein;
3. Establish an advisory board or committee composed of parents, teachers, and students to assist in menu planning, which the FSMC shall participate on;
4. Conduct periodic on-site monitoring of the FSMC;
5. Document monitoring activities of the FSMC and retain records of monitoring efforts;
6. Ensure that the FSMC complies with all relevant health inspection regulations, including health inspection requirements in the School's contract with the FSMC; and
7. Conduct an annual reconciliation to verify that the full value of credits for USDA foods is received by the School and retain records of such reconciliation.

No person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to physical segregation or other discrimination under any program or activity for which the School receives federal financial assistance for food and nutrition services on the bases of race, color, national origin, age, disability, sex, gender identity, or income. No student shall be denied access to meals or milk as a disciplinary action, either directly or indirectly.

Students eligible for free or reduced-price meals shall not be identified by the School through the use of separate cafeteria entrances, separate meal service lines, or use of any other method likely to result in the identification of such students. The names of students eligible to receive free or reduced-price meals or free milk shall not be published, posted, or announced under any circumstances. Meals served to students eligible to receive free or reduced-price meals shall be the same meals as those served to students paying full price. Under no circumstance shall an eligible student be required to work for his or her meal.

Governmental regulations do not permit serving meals at the student price to staff or other adults.

If the School is a food service operator, then it is required to post a sign at all hand washing sinks used by food employees notifying them to wash their hands. See **Appendix 451-A**.

The Principal or his/her designee shall submit a public release each school year informing the general public that the School participates in federal food service programs and providing information about free and reduced price meals. The School is not obligated to pay to publish the release, but the Principal or his/her designee must submit the release for publication to the media and to organizations in the School's geographic area that reach minority or under-represented groups, such as libraries, food pantries, and community action program agencies. The School must document the dates and locations of all media release submissions, including unsuccessful publication attempts. See **Appendix 451-B**.

Any school publication, including the School's website that refers to any federal food service program or to the United States Department of Agriculture (USDA) must include the following statement:

"In accordance with Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7742; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

If the publication material is too small to permit the full statement to be included, the material will, at a minimum, include the following condensed statement, in print size no smaller than the text: "USDA is an equal opportunity provider and employer."

The School shall prominently display the USDA “And Justice for All” poster in a location accessible to food service program participants. The poster must be 11” by 17.” The Principal or his/her designee may obtain copies of the poster by contacting the USDA Midwest Regional Office at 77 West Jackson Boulevard, 20th Floor, Chicago, Illinois 60604-3057, or by calling (312) 353-6557.

R.C. 3717.42; OAC 3717-1-06.2(E); 7 C.F.R. 210.16.

See Appendix 451-A Hand Washing Poster and Appendix 451-B Sample Public Release

451.1 Unpaid Meal Charges

The School believes that all students should have access to healthy school lunches and wishes to minimize identification of students with insufficient funds, but recognizes the need to protect the financial stability of the school nutrition program. The School, as a school food authority, has established the following procedures, which will be implemented beginning in the 2017-2018 school year, (a) to handle situations in which a student eligible for reduced-price or full-price meal benefits has insufficient funds to pay for school meals, and (b) to collect unpaid meal charges and delinquent account debt.

Parents and students shall continue to comply with any and all School requests and procedures regarding pre-selection of meals, if applicable.

Unpaid Meal Charge

Students who qualify for free meals will not be denied a reimbursable meal even if they have previously accrued a negative balance. However, in these circumstances, students may be prohibited from purchasing a la carte or extra items. Students with unpaid meal charge debt who attend School with money to pay for a reduced-price or full-price meal at the time of that meal's service must be provided a meal, even if that student has accrued a negative balance. The School will not use the money intended to purchase a day's meal for repayment of a negative balance or other unpaid meal charge debt.

If a student does not have funds to pay for a reduced-price or full price meal at the time of that meal's service, the student [check one]:

- ☐ 1. may charge the meal to the student's meal account, if meals are available. The student may charge up to _____ meal(s) or \$_____. Students who charge a meal will receive a reimbursable meal. However, the School may limit the entrée choice to a less expensive option.
- ☐ 2. may charge an alternative meal to the student's meal account, if alternative meals are available. The alternative meal items must be priced individually, meet Smart Snacks requirements, and accommodate special dietary needs. The student may charge up to \$_____.
- ☐ 3. may receive an alternative meal from the School at no cost to the student, if alternative meals are available. This meal does not need to meet Smart Snacks requirements, but must accommodate special dietary needs. The meal cost must be funded from a non-federal source.
- ☒ 4. may not charge a meal to the student's meal account and will not receive a meal that day.

The School will notify the parent in writing if a student's meal account falls below \$_____. This notification will include the amount of any low or negative balance, expected payment date, consequences of non-payment, and information regarding where families can find assistance with applying for free and reduced-priced meals.

Collection of Delinquent or Bad Debt

The School shall consider debt delinquent and shall request payment ten (10) school days after the date in which the School provides parental notice of a student's negative account balance. The Principal or his/her designee will work directly with households to collect any delinquent meal charge debt and shall be responsible for managing charges and delinquent debt owed to the School. At the Principal's or his/her designee's discretion, the School may establish repayment plans for the collection of debt. Delinquent debt and repayment plans may carry over to the next school year.

If the Principal or his/her designee determines that delinquent debt is uncollectible at the end of the school year, the debt will be considered "bad debt." Bad debt may not be carried over to the next school year. Bad debt must be restored to the School and Nutrition Program from the general fund prior to the end of the same fiscal year. Bad debt may not be recovered using federal funds.

Notification

The School will communicate this policy in writing to all students and households at the beginning of each school year and upon a change in a student's eligibility for meal benefits. Forms and information regarding free or reduced price lunch shall be available at the School office, and the Principal or his/her designee shall be available to answer questions regarding the meal program and any unpaid meal charge debt. The School shall not disclose the identities of students eligible for free or reduced-priced meals except to those individuals who require that information to carry out an activity authorized by the National School Lunch Act, 42 U.S.C. 1751.

Community Eligibility Provision

Notwithstanding the above, if the Schools is a Community Eligibility Provision (CEP) provider, the School shall provide reimbursable meals for breakfast and lunch to all students free of charge.

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751.

451.2 Return of Unused Food Service Funds

At the end of each academic year, or upon the withdrawal of any student, the School will reconcile the amount of money paid by parents for food services with the actual number of meals purchased by students. If, at that time, it is determined that a parent has paid for more meals than were actually purchased by the student, the School will attempt to contact parents to determine the return of funds. Parents must elect in writing to do one of the following upon notice that unused funds remain in a student's account:

1. Carry over remaining funds to be credited towards student's account for the purchase of meals during the next school year;
2. Request reimbursement of any remaining funds; or
3. Donate the remaining funds to the School to cover the unpaid meal charges of other students that were uncollectable.

Parents must make this election within 90 days of the date of notice from the School, after which time the School will first attempt to credit the funds to the student's account for the purchase of meals during the next school year, or, if this is not possible, the School will assume the remaining funds to have been donated to the School. If the School is a tax exempt entity, the School will issue a receipt acknowledging the parent's donation and will treat the funds in the same manner as all other donations.

Notwithstanding the above, households approved for free- or reduced-price meals shall be reimbursed for any unused funds remaining in a student account at the end of the academic year or at such time as the student is no longer enrolled in the School.

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751.

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

The School shall provide eligible needy students with breakfast and/or lunch at a reduced rate or no charge to the student. Children eligible for free and 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 Principal or his/her designee as the responsible party to determine the eligibility of students for free and reduced rate meals. Eligibility determinations may be appealed to the Principal or his/her designee at a formal hearing held pursuant to any applicable federal and state hearing procedures.

The School shall not overtly identify children receiving free and reduced price meals. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to physical segregation or other discrimination under any program or activity for which the School receives federal financial assistance for food and nutrition services on the bases of race, color, national origin, age, disability, sex, gender identity, or income. See Policy 451 Food Services.

The School shall annually notify all interested persons of the availability, eligibility requirements, and application procedure for free and reduced rate meals by distributing an application to the family of each student enrolled in the School.

The Principal or his/her designee shall prepare and implement the necessary arrangements and guidelines to ensure proper operation of this program. She/he shall ensure that the appropriate policy attachments for Free and Reduced-Price Meals or Free Milk are properly completed and submitted for approval to the School Food Service Division of the Ohio Department of Education by the beginning of each School year.

42 USC 1751; 7 C.F.R. 245.

See Appendix 452-A Appeal Hearing Procedures; Appendix 452-B Application to Receive Free and Reduced-Price Meals; and Appendix 452-C Parental Notice of Availability of Free and Reduced-Price Meals. See also Policy 451 Food Services.

The School believes that healthy students are more likely to successfully complete their formal education. The School recognizes that it plays an important role in the development of students' health and nutrition habits by providing nutritious meals and snacks, supporting the development of good eating habits, and promoting increased physical activity.

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

Nutrition Promotion and Education Goals

- The School shall provide for interdisciplinary, sequential skill-based health education that supports hands-on classroom activities that promote health and reduce obesity.
- Nutrition and healthy living skills shall be integrated into classroom curriculum when appropriate.
- Students in grades pre-K-12 shall receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Nutrition education shall be offered and promoted in the School cafeteria as well as in the classroom with coordination between the foodservice staff and teachers.
- Nutrition education and promotion information will be shared with parents and the community.

Physical Education and Activity Goals

- Students shall be provided opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary students, and the integration of physical activity in the classroom.
- Physical education classes shall stress physical fitness, encourage healthy, active lifestyles and consist of physical activities as part of the curriculum.
- Physical activity will not be used as a form of discipline or punishment.
- Physical activity and promotion information will be shared with parents and the community.
- The School shall encourage parents and the community to support physical activity, to be physically active role models, and to include physical activity at events.

Other School Based Activities

- School based activities shall promote student wellness and, if appropriate, shall encourage nutrition and physical education.
- Nutrition shall be considered when planning school-based activities such as classroom snacks, fundraisers, etc.
- The School will provide students with a clean and safe environment and adequate time for eating meals.

Nutrition Guidelines

- In accordance with the School's Food Standards Policy, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages sold in the School.
- Any food provided outside of the food service program, but not sold during the school day on the School premises, including food sold in any vending machine accessible to students or classroom snacks, shall align with the goals and standards stated in this Wellness Policy and established nutrition standards.
- Marketing of foods and beverages at the School during the school day shall be limited to those foods and beverages that meet the standards set forth in the School's Food Standard Policy. The Board reserves the right to further limit marketing of food and beverages.
- The food service program will provide all students affordable access to a variety of nutritious foods.

Implementation and Evaluation

- The Principal shall ensure that the School implements, complies with, and annually evaluates this Policy.
- The School will consult with administrators, board members, parents, students, community members, school health professionals, physical education teachers (if applicable), or representatives of the school food authority. The committee will be provided the opportunity to participate in the development, implementation, periodic review, and update of the Policy. In developing or updating goals, the committee will review and consider evidence-based strategies and techniques.
- At least once every three (3) years, the School will measure the implementation of this Policy, focusing specifically on the extent to which the School has complied with the Policy, the extent to which the Policy compares to model local wellness policies, and the extent to which the School has progressed toward achieving its stated goals in the Policy. The School will create a written assessment for each periodic measurement that it will disseminate to students, their families, and other members of the community or post on its website. The School will make appropriate modifications to this Policy, if necessary, based on this assessment.
- At the start of each school year, the School will disseminate this Policy and information about its implementation to families of school children and other members of the community or post it on its website and will notify such individuals of changes to the Policy in the same manner.

The School shall retain documentation demonstrating compliance with this Policy, including requirements related to community involvement, triennial assessments of this Policy, and public dissemination of this Policy and any updates thereto.

42 U.S.C. 1758b; 42 U.S.C. 1771; 7 CFR 210.31; R.C. 3313.814; R.C. 3313.816; R.C. 3313.817

See also Policy 455 Food Standards Policy and Appendix 455-A Nutritional Standards for Food and Beverages.

Handwashing and personal hygiene are important measures for use to prevent illness and communicable disease. Handwashing with soap and warm water for a minimum of ten (10) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

School Food Authorities

1. Train any individual who prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all school food authorities near all handwashing sinks, in food preparation areas, and restrooms. See **Appendix 451-A** for a sample Handwashing Poster.
3. Use designated handwashing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 100° F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-20 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.

8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that are permitted for such use by an effective Food Contact Substance Notification.
 - Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

The Principal may designate an employee or an independent contractor/food service provider to visually observe the handwashing practices of the food school authorities at any random time during hours of operation. In addition, the designated person will visually observe that handwashing sinks are properly supplied during hours of operation.

Corrective Action:

Employees or food service contractors who are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately.

When soap and water are not available and hands are not visibly soiled, waterless disposable hand wipes or gel sanitizers may be used in place of hand washing.

A food service employee or contractor may be disciplined, up to and including termination for failure to adhere to this Policy.

See Appendix 451-A Hand Washing Poster.

454.1 Illness Exposure Management of Food Service Employees

All current food service employee, or potential employee to whom a job offer has been made, shall report any known or suspected illnesses that are transmissible through food. Reports must be made to the food service supervisor or the Principal or his or her designee prior to beginning the preparation or service of food.

Employees and potential employees shall be temporarily restricted from food service duties or excluded from the School if the individual experiences any of the following:

1. Vomiting, diarrhea, jaundice, sore throat with fever, or open and draining wounds, unless the wound is covered by appropriate and/or impermeable covering;
2. Is diagnosed by a health care provider with an illness due to campylobacter, cryptosporidium, cyclospora, entamoeba histolytica, enterohemorrhagic or shiga toxin producing E. Coli, giardia, hepatitis A, norovirus, salmonella spp., salmonella typhi, shigella, vibrio cholerae, or yersinia ("Reportable Illnesses"); or
3. Was exposed to an outbreak of any of the Reportable Illnesses, or works or resides in the same household as an individual who is known to have been exposed to or diagnosed with a Reportable Illness.

Employees and potential employees may be permitted to return to food service duties when the individual is no longer symptomatic, or when the individual presents evidence from a health care provider or the Ohio Department of Health that he or she does not pose a threat to public health.

Compliance with this policy is mandatory and failure to abide by this policy may subject an employee or potential employee to discipline, up to and including discharge.

O.A.C. 3717-1-02.1.

I have read and understand the above stated expectations and agree to abide by them.

Signature: _____ Date: _____

Employee Name: _____

The Board shall create standards for the types of food and beverages sold or provided in the School and the time and place each type of food and beverage is sold or provided, in accordance with state law and based on the following guidelines:

- A. The types of food and beverages sold in the School will
 - 1. promote student health and reduce childhood obesity,
 - 2. significantly benefit the daily nutritional needs of students (per U.S. Department of Agriculture guidelines),
 - 3. align with School Wellness Policy (Policy 453) requirements, and
 - 4. follow requirements provided under state and federal law.
- B. The Board or its designee shall consult with a licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist to assist in drafting a plan:
 - 1. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on the School premises in compliance with State law; and
 - 2. specifying the time and place each type of food or beverage may be sold.

See Appendix 455-A Nutrition Standards for Food and Beverages.

- C. The times and locations of food and beverage sales to students on school grounds will be assigned based on nutrient intake needs and eating patterns of students and align with class schedules. With regard to non-breakfast/lunch food and beverage sales:
 - 1. The School will not operate vending machines offering foods or beverages that do not meet the nutritional standards established by the School during the school lunch period. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.
 - 2. Bake sales and other school fundraising activities involving food and beverage items may not be held during a school meal period. The School will limit the frequency of bake sales and other food based fundraisers where non-nutritional foods and beverages will be sold based on the standard established by the Department of Education.
- D. The types of food and beverages provided, but not sold, to students will align with the School Wellness Program and any applicable requirements provided under state law. The Board may provide parents with a list of acceptable snacks that may be provided in the School.
- E. Annually, the food services supervisor shall review and report the School's compliance with these standards to the Board and to the Ohio Department of Education. The Board may establish separate standards regulating the types of food and beverages to be sold to Staff Members and for special or extracurricular events.

This policy applies to the sale or provision of foods from the midnight before the school day until 30 minutes after the end of the regular school day on school premises. School premises, for the purpose of this policy, include any areas of property under the School's jurisdiction that is accessible to students during the regular school day.

7 C.F.R. 210.10-210.11; 7 C.F.R. 210.31(c)(2)-(3); 7 C.F.R. 220.8; R.C. 3313.814; R.C. 3313.816; R.C. 3313.817; OAC 3301-91-09; USDA Smart Snacks in School nutrition guidelines