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Shelli Miller, Student Support Services Coordinator

Recommendation—Third Reading & Adoption—February 8, 2016

The Policy Review Committee meets quarterly each school year (usually in September, November, February and May). All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. EEA—Student Transportation Services
2. EEAC—School Bus Safety Program
3. EEACC (Also JFCC)—Student Conduct on School Buses
4. EEACCA—Video Cameras on Transportation Vehicles
5. EEACD—Drug Testing District Personnel
6. EEAD – Special Use of School Buses

➤ Added the following sentence to #2 of the 4th paragraph: Fees are not charged for student non-routine transportation for educational field trips.

7. EEAE—Student Transportation in Private Vehicles
8. JFCC (Also EEACC)—Student Conduct on School Buses
9. JFCF—Hazing and Bullying
10. JHCC—Communicable Diseases

Revision Notes:

- Language with a line drawn through it is language to be removed.
- **Language in bold-type** is language to be added.
- Language in regular-type is language currently in the policy and will remain in the policy.

The policies are being submitted for readings and adoption at the following regularly scheduled Board of Education meetings:

- First reading at the January 11, 2016 Board meeting
- Second reading at the January 25, 2016 Board meeting
- Third Reading & Adoption at the February 8, 2016 Board meeting

STUDENT TRANSPORTATION SERVICES

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

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

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

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

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

Transportation to Community, **STEM** and Private Schools

The District provides transportation for students who attend community, **STEM** and private schools in compliance with Ohio law. The Board has the authority to make payment to the parents of such students in lieu of transportation.

[Adoption date: August 14, 2001]

[Re-adoption date: May 12, 2008]

[Re-adoption date: February 10, 2014]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3327.01 through 3327.10
4511.76 through 4511.78
OAC 3301-83

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

SCHOOL BUS SAFETY PROGRAM

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

1. The transportation program meets all state requirements regarding the testing and approval of bus drivers, standards for buses and safe speeds.
2. Drivers of Board owned, leased, contracted or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.
3. Special **limits are considerations may be** set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
4. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup. **Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop. Students in grade nine through 12, if offered transportation, may have to walk farther to a designated pickup point.**
5. Emergency evacuation drills, observed by at least one staff person other than the driver assigned to the route, are conducted **regularly throughout the school year annually** to thoroughly acquaint student riders with procedures in emergency conditions.
6. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
7. Students in preschool through third grade are given instruction on school bus safety and behavior within the first two weeks of the school year. Regularly transported students in grade four through twelve are instructed in safety procedures in accordance with State law.
8. Passengers participating in non-routine use of school buses will receive safety instructions at the beginning of the bus trip.

[Adoption date: August 14, 2001]

[Re-adoption date: April 12, 2005]

[Re-adoption date: May 12, 2008]

[Re-adoption date: February 10, 2014]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3327.09; 3327.10
4511.75; 4511.76; 4511.761; 4511.762 through 4511.78
OAC 3301-51-10
3301-83

CROSS REFS.: EB, Safety Program
EEA, Student Transportation Services
EEAD, Non-Routine Use of School Buses
GBQ, Criminal Record Check
IICA, Field Trips

DRAFT

**STUDENT CONDUCT ON SCHOOL BUSES DISTRICT MANAGED
TRANSPORTATION**

The Board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the **bus vehicle** and after the student leaves the **bus vehicle** at the end of the school day.

Students on **a bus District managed transportation** are under the authority of, and directly responsible to, the **bus** driver. The driver has the authority to enforce the established regulations for **bus rider** conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

ORC 3327.014 requires the Board of Education to identify in its policy the “period of time” for suspension of school bus riding privileges not to exceed one school year. The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year.

The Board’s policy regarding **bus riding District managed transportation** privileges must be posted in a central location and made available to students upon request.

After Board approval, regulations regarding conduct on **school buses District managed transportation**, as well as general information about the school transportation program, are available to all parents and students.

[Adoption date: August 14, 2001]

[Re-adoption date: September 28, 2009]

[Re-adoption date: May 11, 2015]

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

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JGA, Corporal Punishment
Staff Handbooks
Student Handbooks

VIDEO CAMERAS RECORDING DEVICES ON TRANSPORTATION VEHICLES

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

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

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

[Adoption date: August 14, 2001]
[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 149.43
3313.20; 3313.47; 3313.66
3319.321
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

CROSS REFS.: EEAC, School Bus Safety Program
EEACC, Student Conduct on School Buses
JO, Student Records

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

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

[Adoption date: January 24, 2005]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: 49 USC 31136, 31301, et seq.
49 CFR 382.115
OAC 3301-83-07

CROSS REFS.: EB, Safety Program
GBCB, Staff Conduct
GBE, Staff Health and Safety
GBP, Drug-Free Workplace
GBQ, Criminal Record Check
Staff Handbooks

SPECIAL NON-ROUTINE USE OF SCHOOL BUSES DISTRICT MANAGED TRANSPORTATION

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

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

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

~~They are~~ **District managed transportation is** available to all classes, groups or organizations within the schools in accordance with the following.

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

Non-Routine Use of School Buses

~~“Non-routine student transportation” is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school. School buses may be used for non-~~

~~routine trips only when approved by the Board and the trips do not interfere with routine transportation services.~~

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

[Adoption date: August 14, 2001]

[Re-adoption date: November 25, 2013]

[Re-adoption date: May 11, 2015]

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

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus District managed transportation is provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If the need arises, transportation by private vehicles is permitted only if previously approved by the appropriate administrator.

Students may be permitted to drive or ride in private autos for field trips under the following conditions:

1. They have parental permission to do so.
2. They are legally allowed to drive (i.e., not operating without a valid license).
3. They are not in an obvious physical or mental state which suggests they should not.
4. They voluntarily wish to drive and indicate they are properly insured.
5. No official school transportation is available.

If it is necessary to use private vehicles, evidence must be presented **upon request** to the appropriate administrator that the vehicle and driver are covered for liability, medical payments, physical damage and uninsured motorist liability. The Board maintains excess insurance through a nonownership liability endorsement to its bus fleet insurance policy covering all private vehicles used for transportation to and from student activities. This excess insurance provides compensation for injury or death to any student or authorized passenger caused by any accident arising out of or in connection with the operation of a private vehicle transporting students and other authorized passengers. The amounts and terms must be agreed upon by the Board and the insurance company.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

OAC 3301-83-19

**STUDENT CONDUCT ON SCHOOL BUSES DISTRICT MANAGED
TRANSPORTATION**

The Board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the **bus vehicle** and after the student leaves the **bus vehicle** at the end of the school day.

Students on **a bus District managed transportation** are under the authority of, and directly responsible to, the **bus** driver. The driver has the authority to enforce the established regulations for **bus rider** conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

ORC 3327.014 requires the Board of Education to identify in its policy the “period of time” for suspension of school bus riding privileges not to exceed one school year. The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year.

The Board’s policy regarding **bus riding District managed transportation** privileges must be posted in a central location and made available to students upon request.

After Board approval, regulations regarding conduct on **school buses District managed transportation**, as well as general information about the school transportation program, are available to all parents and students.

[Adoption date: August 14, 2001]

[Re-adoption date: September 28, 2009]

[Re-adoption date: May 11, 2015]

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

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JGA, Corporal Punishment
Staff Handbooks
Student Handbooks

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental, emotional or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at any school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including but not limited to, interacting with other individuals on social networking and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

School administrators shall notify the parents/guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents/guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

The Superintendent/designee will provide the Board with a summary of all reported incidents two times per year and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: August 14, 2001]
[Re-adoption date: January 24, 2005]
[Re-adoption date: April 12, 2005]
[Re-adoption date: April 9, 2007]
[Re-adoption date: January 28, 2008]
[Re-adoption date: April 26, 2010]
[Re-adoption date: April 25, 2012]
[Re-adoption date: August 13, 2012]
[Re-adoption date: May 11, 2015]

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 117.53
2307.44
2903.31
3301.22
3313.666; 3313.667
3314.03
3319.073

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGAE, Health Education
IIBH, District Web Site Publishing
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
JHG, Reporting Child Abuse
Student Handbooks

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COMMUNICABLE DISEASES

It is the belief of the Board that it has the responsibility to attempt to ensure that all students and staff are provided with a healthy learning environment which would promote their optimum level of health. Learning is more apt to occur when the learner is in a healthy state physically, socially, emotionally and mentally. The Board will instruct administrators and school health personnel to establish and enforce procedures in accordance with Federal, State and local laws, directives by agencies of the State, Board policy and administrative recommendations.

Casual-Contact Communicable Diseases

Any child suspected of having a casual-contact communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission to school will be allowed by a physician's statement or by consultation with the school nurse. In case of doubt regarding exclusion or readmission, the physician will be consulted.

Exclusion from and readmission to school of students with suspected communicable disease shall be determined by using the Ohio Department of Health publication "Communicable Disease Chart" as a minimal standard. This chart is not an all-inclusive list. **Cases of communicable disease that are reportable by law should be reported to the local health department Infectious Disease Reporting System (IDRS).**

When deemed appropriate, the school nurse will request the building principal to inform parents when a communicable disease occurs in the classroom.

Control of Noncasual-Contact Communicable Diseases

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

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

1. HIV positive individual
2. hepatitis B
3. other like diseases that may be specified by the State Board of Health.

Medical Evaluation Team - Non-Casual Communicable Diseases

The Board seeks to keep students and employees in school unless there is definitive evidence to warrant exclusion. When the Superintendent/designee learns that a student or employee may be infected with a noncasual-contact communicable disease, the Superintendent/designee may convene a medical evaluation team. That team may consist of an administrator assigned by the Superintendent/designee, with prior written permission, the individual's primary care physician, a physician designated by the Board, a school nurse and a public health official. The team has the authority to request additional expertise as may be considered necessary and appropriate. Administration will act as chairperson and convene the team.

The medical evaluation team may make such expeditious examination of the employee or student as in its opinion the protection of the health of the students, teachers and other school employees require. If it is a student, the parent/guardian must give written permission for this examination to occur. If it is an employee, then that individual must give prior written permission for this examination to occur. The team shall make a written report to the Superintendent/designee which shall specify the following:

1. whether the employee or student has been exposed to or has contracted a communicable disease;
2. the identification of the disease, its nature and prognosis;
3. the nature of the risk of the employee's or student's medical condition (how the disease is transmitted);
4. the duration of the condition (how long the carrier is infectious);
5. the severity of the risk of the medical condition (the potential harm to third parties);
6. the probability the disease will be transmitted and varying degrees of harm and
7. a recommendation regarding future attendance of a student or future employment of an employee.

After considering the report of the medical evaluation team, the Superintendent/designee may assign the student to school unconditionally, to school under restrictive conditions or to home instruction pursuant to the Board's policy on home instruction. With respect to an evaluation of an employee, the Superintendent/designee may assign the employee to return to his/her usual place of employment unconditionally or to a work assignment under restrictive conditions or the Superintendent/designee may seek to have the employee utilize sick leave or be placed on a leave of absence in accordance with the collective bargaining agreement and Ohio law.

The evaluation team shall maintain an active role in monitoring an infected student's or employee's condition. If the Superintendent/designee or any member of the evaluation team believes there has been a change in the student's or employee's condition, the Evaluation Team will reconvene to review the circumstances of the infected person(s). If the review suggests a need to revise the initial recommendation, the evaluation team will do so in a timely manner and direct the recommendation to the Superintendent/designee.

Confidentiality of Non-Casual Communicable Diseases

The Board recognizes the need to protect the individual rights and the health of persons infected with communicable diseases and the rights and health of those not similarly infected. The Board believes that information concerning the health of any employee or student should be treated as confidential information and should be known only to those required to have such information. No person in this setting is required by law to disclose any information with regard to HIV or HEP B status. If an HIV or HEP B positive staff member or the parent/guardian of an HIV or HEP B positive student chooses, the HIV or HEP B positive individual or his/her parent or guardian will make the determination with whom the individual's HIV or HEP B status will be shared. It is in the best interest of the District to have the HIV or HEP B positive individual specify in writing with whom his/her HIV or HEP B status can be shared and how this information will be provided to the specified individuals.

Communicable Diseases Education Program

The Board directs the administration to develop a program for educating persons regarding communicable diseases. The program should provide a plan for making information about communicable diseases available to students and employees. The program should include in-service training for teachers, administrators and non-teaching employees. The Board and administration will assist other public agencies in providing information about communicable diseases to the public. In developing such programs, it is expected that information from sources such as the National Centers for Disease Control, the Ohio Department of Health and the Ohio Department of Education will be utilized. The purposes of the education program will help to dispel fears based upon erroneous information or a lack of information and adherence to FERPA guidelines.

[Adoption date: August 14, 2001]

[Adoption date: January 10, 2011]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.67; 3313.671; 3313.68; 3313.71
3319.321
3707.04; 3707.06; 3707.08; 3707.16; 3707.20; 3707.21; 3707.26

CROSS REF.: JHCA, Physical Examinations of Students
JHCB, Immunizations