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SUPPORT SERVICES GOALS

Support services are essential to the educational program. The Board serves as trustee of District facilities and overseer of school operations for the purpose of providing the facilities and services which support a thorough and efficient educational program.

In order to provide support services that are supportive of the educational program, the Board develops goals which will support the overall educational program. The goals of the support services program include:

1. a safe and pleasant physical environment for teaching and learning for the school community through the continual evaluation of the facilities;
2. a food services program which supports the nutrition programs through participation in the National Child Nutrition Programs and
3. a safety program which evaluates personnel, buildings, vehicles, equipment and supplies to maintain a safe environment and to minimize the effects of a disaster.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

CROSS REFS.: EB, Safety Program
EBC, Emergency Plans
EF, Food Services Management
EFB, Free and Reduced-Price Food Services

SAFETY PROGRAM

It is the policy of the Buckeye Joint Vocational Board of Education to take precautions to provide for the safety of all students, employees, visitors and others present on District property or at school-sponsored events. The Board directs the administration to develop a safety program which is reviewed on an annual basis.

The Maintenance Supervisor has responsibility for the supervision of a safety program for the school and must develop written procedures to comply with the Public Employment Risk Reduction Act (PERRA) rules.

The Superintendent/designee has overall responsibility for the safety program of the District. General areas of emphasis will include, but not be limited to: in-service training; accident recordkeeping; plant inspection; fire prevention; emergency procedures and traffic and pedestrian safety problems relevant to students, employees and the community. The practice of safety will be a part of the instructional plan of the District through educational programs.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: Public Employment Risk Reduction Act
ORC 2744
3313.60; 3313.643
3737.73
4167.01 et seq.
OAC 3301-35-06

CROSS REFS.: EA, Support Services Goals
GBE, Staff Health and Safety
JHF, Student Safety

FIRST AID

The school nurse develops and the Buckeye Joint Vocational Board of Education approves procedures for the emergency care of any student or staff member who is injured or becomes suddenly ill at school or while engaged in school-sponsored activities. These procedures will be followed by all school personnel.

All employees of the Buckeye Joint Vocational Board of Education are encouraged to take an approved course in first aid and to keep it up-to-date annually.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 2305.23
3313.712
OAC 3301-27-01; 3301-27-02; 3301-35-06

CROSS REFS.: EB, Safety Program
JHCD, Administering Medicines to Students
Emergency Medical Form
Staff Handbook

FIRST AID

The following requirements will be adhered to by all personnel:

1. A physician and/or a emergency medical service will be called in case of serious illness or injury.
2. In accordance with law, the parents of all students will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish to be followed in the event of a medical emergency involving their child. The permits will be kept readily at hand in the health center of each school.
3. Only emergency care and first aid will be provided. A physician will outline first-aid treatment and emergency care for various types of illness and injury. Use of medications will be limited to topical applications as authorized for certain types of injuries by a physician or to such medication as may have been officially authorized for an individual child.
4. In cases where the nature of an illness or an injury appears serious, the parents will be contacted and the instructions on the student's emergency card followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent can be reached.

(Approval date: September 18, 1990)

(Re-approval date: December 17, 2002)

BLOODBORNE PATHOGENS

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

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

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

The plan shall include annual in-services for staff and students; first-aid kits in each vocational lab, nurse's office and each school vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

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

[Adoption date: August 21, 1996]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: Public Employment Risk Reduction Act, ORC 4167.01 et seq.
20 USC 8901
29 CFR 1910.1030

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

EMERGENCY PLANS

The safety and well-being of the students and staff of the Buckeye Joint Vocational School District is a priority. Emergencies and disasters can never be predicted; however, plans can be prepared in the event of a disaster, to minimize its impact.

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3737.73; 3737.99
OAC 3301-35-06

CROSS REFS.: ECA, Buildings and Grounds Security
Student and Staff Handbook
Emergency Drills

EMERGENCY CLOSINGS

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

In the event that the Superintendent/designee shortens the school day by no more than two hours due to hazardous weather, either at the beginning or the end of the given school day, that day will not be designated a calamity day.

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

It will be this District's policy to make up days when schools are closed for emergencies, if it is necessary to comply with the Ohio Administrative Code.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.48; 3313.482; 3313.483
3317.01
3737.73
OAC 3301-35-06

CONTRACT REF.: Negotiated Agreement

BUILDINGS AND GROUNDS SECURITY

Buildings and grounds of the District constitute one of the greatest investments of the Buckeye Joint Vocational Board of Education. It is in the best interest of the District to protect the investment adequately.

Security means not only maintenance of a secure building, but protection from fire hazards, faulty equipment and safe practices in the use of electrical, plumbing and heating equipment. The Board requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires such access. An adequate key control system will be established, which will limit access to the building to authorized personnel and will safeguard against the entrance to buildings by persons unauthorized to have keys.

Classroom and Laboratory Doors

All laboratory doors shall remain closed and locked at all times. This will help to maintain security and control in the building. Classroom doors shall remain closed while class is in session; however, they need not be locked. Windows are not to be covered with any type of materials. Please do not use any type of adhesive material on walls, doors, windows or furniture.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.20

CROSS REFS.: EBC, Emergency Plans
KK, Visitors to the Schools

VANDALISM

Students, employees and citizens of the District are urged by the Buckeye Joint Vocational Board of Education to report any incidents of vandalism to property belonging to the District and the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages Board of Education property.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion. A parent conference will determine the final resolution.

Parents and students will be made aware of the legal implications involved. Parents are liable, up to the amount provided by law, for the willful destruction of property by a minor in their custody or control.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 2909.05
3109.09
3313.173
3737.99

CROSS REFS.: JG, Student Discipline
JGD, Student Suspension
JGDA, Emergency Removal of Student
JGE, Student Expulsion

COMPUTER/ONLINE SERVICES
(Acceptable Use And Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass or bully other users;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software and/or other material in violation of copyright law;
5. using the network for financial gain, for commercial activity or for any illegal activity;
6. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
7. accessing and/or viewing inappropriate material and
8. downloading of freeware or shareware programs.

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

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

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

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

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

[Adoption date: December 17, 2002]

[Re-adoption date: January 18, 2006]

LEGAL REFS.: U.S. Const. Art. I, Section 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's Internet Protection Act; (P.L. 106-554, HR 4577, 2000,
114 Stat 2763)
ORC 1329.54 through 1329.67
3313.20
3319.321

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
IB, Academic Freedom
IIA, Instructional Materials
JFC, Student Conduct (Zero Tolerance)
Staff Handbooks
Student Handbooks

COMPUTER NETWORK AGREEMENT FORM

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

Circle one: student employee

name: _____

school: _____

home address: _____

city, state, zip: _____

home phone: _____

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

Signature: _____ Date: _____

Parental Release Form
(for students under 18 years of age)

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

Signature: _____ Date: _____

NETWORK PRIVACY AND ACCEPTABLE USE POLICY
FOR
STAFF MEMBERS

It is the intention of the Buckeye Joint Vocational School District Board of Education to protect the privacy of staff members who use the school computers, computer network and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

1. the transmission of any language or images which are of a graphic sexual nature;
2. the transmission of jokes, pictures or other materials which are obscene, lewd, vulgar or disparaging of persons based on their race, color, gender, age, religion, national origin or sexual orientation;
3. the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
4. uses that constitute defamation (libel or slander);
5. uses that violate copyright laws;
6. uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment);
7. any commercial or profit-making activities or
8. any fund-raising activities, unless specifically authorized by an administrator.

Security and Integrity

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

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

Staff members shall report to the system administrator or a District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

Right of Access

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District’s computer network and messaging systems require that full access be available at all time. The District therefore reserves the right to access and inspect any computer, device or electronic media within its systems and any data, information or messages which may be contained therein. All such data, information and messages are the property of the District and staff members should have no expectation that any messages sent or received on the District’s systems will always remain private.

AGREEMENT

I have read the “Network Privacy and Acceptable Use Policy for Staff Members” relating to staff use of the computers, computer network and electronic messaging systems of the District.

I would like to be given access to the District’s computer network and any electronic messaging systems.

I agree to comply with the “Network Privacy and Acceptable Use Policy for Staff Members” and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above policy.

Staff Member Signature

PLEASE PRINT: _____

Date above signed: _____

Office Use Only

Login Name: _____

Password: _____

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STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus 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, however, the need arises, transportation by private vehicles is permitted only if previously approved by the Superintendent/
designee and insurance provisions are fulfilled.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The Food Services Supervisor sets these prices without Board approval.

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

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

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

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

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

Students with Special Dietary Needs

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

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

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Peanut and Food Allergy Policy

All food personnel should be alerted of any allergies to any foods students cannot tolerate. Foods for students with known allergies shall be avoided or prepared accordingly. All students in our cafeteria are required to swipe their ID card at the end of the serving lines. Notation of any food allergies can be transposed to each individual card and will be noted accordingly. In accordance with this procedure any (misfortune) mistakes can and will be avoided. Recipes and food contents are available on all foods served in our cafeteria.

“No peanut oils are used- all vegetable oils only.”

[Adoption date: September 18, 1990]
[Re-adoption date: December 17, 2002]
[Re-adoption date: October 20, 2009]

LEGAL REFS.: National School Lunch Act; 42 USC 1751 et seq.
Child Nutrition Act of 1966; 42 USC 1771 et seq.
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et
seq.
Rehabilitation Act of 1973; 29 USC 794
ORC 3313.719; 3313.81; 3313.812; 3313.813
3314.03
3326.11
OAC 3301-91-01 through 3301-91-08

CROSS REFS.: ACB, Nondiscrimination on the Basis of Disability
EFF, Food Sale Standards
EFG, Student Wellness Program
JHCD, Administering Medicines to Students

FOOD SALE STANDARDS

Through its food service program, the Buckeye Joint Vocational Board of Education has a responsibility to encourage the students to form healthy eating habits. Many students tend to eat nonnutritious or "junk" foods, which contribute to tooth decay, obesity and heart disease; therefore, standards governing the types of food that may be sold in the schools and the time and place each type of food may be sold will be enforced. These standards are based on the following guidelines:

1. The types of food sold in the schools are determined as to their potential to contribute significantly to the daily nutritional needs of students and to enhance the District's nutrition philosophy and nutrition education curriculum.
2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedule for schools within the District. Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.814

CROSS REF.: IGDF, Student Fund-Raising Activities

STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program.

The student wellness program:

1. includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. includes nutrition guidelines for all foods available in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and the public.

[Adoption date: June 21, 2005]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265
(Title I, Section 204), 118 Stat. 729
National School Lunch Act; 42 USC 1751 et seq.
Child Nutrition Act; 42 USC 1771 et seq.
7 CFR, Subtitle B, Chapter 11, Part 210
7CFR 220
7 CFR 225
7 CFR 245
ORC 3313.814
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management
EFB, Free and Reduced-Price Food Services
EFF, Food Sale Standards

COPYRIGHT

The Board conforms to existing United States copyright laws and maintains the highest ethical standards in the use of copyrighted materials for instructional purposes.

The Board encourages its staff to enrich the learning programs by making proper use of supplementary materials. It is the responsibility of the staff to abide by the copying procedures and obey the requirements of the law. Under no circumstances may employees of the District violate copyright requirements in order to perform their duties properly. The Board is not responsible for any violations of the Copyright Act by its employees.

Public Law 94-533, The Copyright Act, affects all employees because it sets guidelines regarding the duplication and use of all copyrighted materials – print, nonprint, music, computer software and others. The Superintendent is responsible for disseminating the guidelines for duplication and use of copyrighted materials to all employees.

Any employee who is uncertain as to whether the reproducing or use of copyrighted materials complies with the procedures or is permissible under law shall contact the Superintendent/designee.

[Adoption date: December 17, 2002]

LEGAL REFS.: U.S. Const. Art. I, Section 8
Copyright Act, 17 USC101 et seq.

COPYRIGHT

Educational Use of Copyrighted Print Materials

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

a. Brevity

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

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

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

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

Special work: certain work in poetry, prose or "poetic prose", which often combines language with illustrations, of less than 2,500 words.

A "special work" may not be reproduced in its entirety. However, an excerpt comprising not more than two of the published pages of a special work, and containing not more than 10% of the words found in the text thereof, may be reproduced.

b. Spontaneity

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

c. Cumulative effect

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

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

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

The limitations as to single copying for teachers and multiple copies for classroom use are applicable.

4. Prohibitions

- A. Copying shall not be used to create, replace or substitute for anthologies, compilations or collective works. Such replacements or substitutions may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

- B. There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets and similar consumable material.
- C. Copying shall not:
 - 1) substitute for the purchase of books, publishers’ reprints or periodicals;
 - 2) be directed by higher authority or
 - 3) be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Educational Use of Copyrighted Music

1. Permissible uses

- A. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.
- B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or area, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.
- C. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
- D. A single copy of recordings of performances by students may be retained by the educational institution or individual teacher.
- E. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

2. Prohibitions

- A. Copying shall not be used to create, replace or substitute for anthologies, compilations or collective works.

- B. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests, answer sheets and similar material is prohibited.
- C. Copying shall not be used for the purpose of performance except as previously stated.
- D. Copying shall not be used for the purpose of substituting for the purchase of music except as previously stated.
- E. Copying without inclusion of the copyright notice which appears on the printed copy is prohibited.

Educational Use of Copyrighted Audio-Visual Material

1. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures, or videotaping commercial television broadcasts, employees shall consult with the principal to determine whether the proposed action complies with the “fair use” principles of the Copyright Act.
2. School recordings may be made of certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.
 - A. The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
 - B. Recordings may be used in classroom or instructional settings as an educational activity or at a PTA meeting, Board meeting or similar activity.
 - C. Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.
 - D. Recordings made from evening programs, which may be copied, shall be retained for no more than seven days following the telecast unless an extension is received in writing in advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.

Educational Use of Copyrighted Library Material

1. A library may make a single copy of unpublished work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.

2. A library may provide a single copy of copyrighted material at cost to a student or staff member.
 - A. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. Under the latter circumstances, the entire work may be copied.

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- B. The copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use subjects the person to liability for copyright infringement.
3. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies as previously stated.

Copying Limitations

- 1. Circumstances arise when personnel are uncertain whether or not copying is prohibited. In those circumstances, the Superintendent shall be contacted. If the Superintendent is uncertain, he/she shall consult with the District's legal counsel.
- 2. The following prohibitions have been expressly stated in federal guidelines.
 - A. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
 - B. Unless expressly permitted by agreement with the publisher and authorized by District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets or similar materials.
 - C. Employees shall not:
 - 1) use copies to substitute for the purchase of books, periodicals, music recordings or other copyrighted material, except as permitted by District procedure;
 - 2) copy or use the same items from term to term without the copyright owner's permission;
 - 3) copy or use more than nine instances of multiple copying of protected material in any one term;
 - 4) copy or use more than one short work or two excerpts from works of the same author in any one term or
 - 5) copy or use protected materials without including a notice of copyright. The following shall constitute a satisfactory notice:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY
COPYRIGHT LAW.

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

Computer Software Copyright

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

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

Unsupervised Copy Equipment

The following notice, in large type, shall be affixed to all District copying equipment (Xerox, Thermofax, audiotape recorder, videotape recorder and copy camera):

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

Library Copying for Students or Staff

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

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

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

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE
MAKING OF COPIES OR OTHER REPRODUCTION OF COPYRIGHTED
MATERIAL.

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

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

(Approval date: December 17, 2002)

TELEPHONE SERVICES

Buckeye Joint Vocational School District telephones are provided for official school use. Personal calls are discouraged; however, employees may make phone calls during their conference period, lunch period and before and after school. The staff members making such calls are expected to pay any long distance or toll charges.

Students are not to use the school office telephones except in cases of emergency. The use of the pay telephones by students during school hours is subject to the approval of authorized school personnel.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.20
OAC 3301-35-06

CROSS REF.: Student and Staff Handbook

DATA AND RECORDS RETENTION

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

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

The functions of the Commission are to review applications for one-time records disposal and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The Commission may at any time review any schedule it has previously approved and may revise that schedule.

The Superintendent designates a “Records Officer” in each department/building who is responsible for all aspects of records retention within that department/building.

When District records have been approved for disposal, the Commission sends a list of such records to the Auditor of State. If he/she disapproves the action by the Commission, in whole or in part, he/she so informs the Commission within a period of 60 days, and these records are not destroyed. Before public records are disposed of, the Ohio Historical Society is informed and given the opportunity for a period of 60 days to select for its custody such public records as it considers to be of continuing historical value.²

[Adoption date: December 17, 2002]

LEGAL REFS.: ORC 9.01

149.35; 149.41; 149.43

3313.29

3319.321

3701.028

3729.46

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

Auditor of State Form RC-2

CROSS REF.: DI, Fiscal Accounting and Reporting

¹Records include documents, devices or items, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the District which serves to document

the organization, functions, policies, decisions, procedures, operations or other activities of the District. ORC §149.011

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

INSURANCE MANAGEMENT

The Buckeye Joint Vocational Board of Education has the responsibility to maintain an adequate and comprehensive insurance program covering its buildings and grounds and individuals discharging responsibilities for the District.

The Superintendent and Treasurer administer the total insurance program.

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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