<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000</td>
<td>PROPERTY</td>
</tr>
<tr>
<td>7100</td>
<td>Facilities Planning</td>
</tr>
<tr>
<td>7217</td>
<td>Weapons BOE review</td>
</tr>
<tr>
<td>7230</td>
<td>Gifts, Grants, and Bequests</td>
</tr>
<tr>
<td>7240</td>
<td>Site Acquisition</td>
</tr>
<tr>
<td>7250</td>
<td>Commemoration of School Facilities BOE review</td>
</tr>
<tr>
<td>7300</td>
<td>Disposition of Real Property/Personal Property</td>
</tr>
<tr>
<td>7310</td>
<td>Disposition of Surplus Property</td>
</tr>
<tr>
<td>7410</td>
<td>Maintenance</td>
</tr>
<tr>
<td>7420</td>
<td>Hygienic Management</td>
</tr>
<tr>
<td>7430</td>
<td>Risk Reduction Program</td>
</tr>
<tr>
<td>7434</td>
<td>Use of Tobacco on School Premises</td>
</tr>
<tr>
<td>7440</td>
<td>Facility Security</td>
</tr>
<tr>
<td>7440.01</td>
<td>Video Surveillance and Electronic Monitoring BOE review</td>
</tr>
<tr>
<td>7450</td>
<td>Property Inventory</td>
</tr>
<tr>
<td>7455</td>
<td>Accounting System for Fixed Assets BOE review</td>
</tr>
<tr>
<td>7460</td>
<td>Conservation of Natural and Material Resources BOE review</td>
</tr>
<tr>
<td>7510</td>
<td>Use of District Premises</td>
</tr>
<tr>
<td>7530</td>
<td>Lending of Board-Owned Equipment</td>
</tr>
<tr>
<td>7540</td>
<td>Computer Technology and Networks</td>
</tr>
<tr>
<td>7540.01</td>
<td>Technology Privacy</td>
</tr>
<tr>
<td>7540.05</td>
<td>Electronic Mail</td>
</tr>
</tbody>
</table>
7541  Electronic Data Processing Disaster Recovery Plan
7550  Joint Use of Facilities
The Board of Education recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future District construction supports the educational program and responds to community needs, the Board will maintain a capital construction plan and will revise that plan periodically thereafter. The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

In order to apprise the Board of the continuing relevance of the Board’s capital construction plan, the Superintendent shall:

( X) annually report to the Board on the

( X) number of resident students attending school;

( X) number of new residential units approved in the District;

( X) report to the Board on the enrollment by grades during the school year

( X) annually;

( X) conduct a "kindergarten roundup" each spring of the number of students who will be enrolled in the schools of the District in September of the year in which the estimate is made and report the results to the Board;
[ X]  prepare student enrollment projections every

( X)  year

and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, any changes in enrollment trends.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. The District shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

R.C. 3313.94
A.C. 3301-51, 3301-35-03 (C)
WEAPONS

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Exceptions to this policy include:

A. weapons under the control of law enforcement personnel;

(X) items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);

(X) theatrical props used in appropriate settings;

(X) starter pistols used in appropriate sporting events;
The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.122, 2923.19
18 U.S.C. 922

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GIFTS, GRANTS, AND BEQUESTS

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board shall attempt to carry out the wishes of the donor.

[X] All gifts, grants, or bequests having a value of more than $50.00 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment proposed to be purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.

Anonymous donations (Treasurer has responsibility to look into donor identity prior to approval?)

R.C. 9.20, 9.26, 3313.36, 3313.37
SITE ACQUISITION

It is the policy of the Board of Education that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not on enhancement of the value of the site to the seller. The presence of a school to service a potential development in itself enhances the profit potential to a developer. It is the Board's sole purpose to provide a service to the residents in a development at the least possible cost to the taxpayers.

The Superintendent/Treasurer shall be responsible for site acquisition negotiations. Discussion of possible school sites may be carried on in an executive session of the Board, but all official actions must be taken in an open, public meeting. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.
BOARD OF EDUCATION
_WORTHINGTON_______________ SCHOOL DISTRICT

BOE Discussion

COMMENORATION OF SCHOOL FACILITIES

From time-to-time, the Board of Education may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State or nation.

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DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

Disposition of Personal Property under $10,000

Personal property, the value of which does not exceed $10,000, shall be disposed of by the Superintendent in such a manner as will be in the public interest and benefit the School District (see Policy 7310 and Donation of Real or Personal Property). If the Board decides to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the Board may trade the personal property upon such terms as are agreed upon by the parties.

Disposition of Real Property under $10,000

Real property, the value of which does not exceed $10,000, shall be disposed of by the Board in such manner as will be in the public interest and benefit to the School District and may be accomplished by private sale. If the Board identifies a parcel of real property that it determines is needed for school purposes, the Board may, upon majority vote of the members of the Board, acquire such parcel by exchanging its real property for the parcel or using the real property as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition shall be made by conveyance executed by the President and the Treasurer of the Board.
Disposition of Personal and Real Property over $10,000

Property, (personal and real), the value of which exceeds $10,000, shall be sold at public auction to the highest bidder in accordance with law. The Board may offer real property for sale as an entire tract or in parcels.

A. Unless the property is being:

1. sold to an exempt entity, as defined in R.C. 3313.41(C);

2. sold to a community school or the board of trustees of a college preparatory boarding school, as set forth in R.C. 3313.41(G); or

3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F), or

4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(E),

The District shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by:

(X ) posting in Board of Education agenda; and

(X ) on district website.
B. If, after the property has been offered once by public auction, no acceptable bids have been received, the District may sell the property at private sale. The following procedures shall apply:

(X) All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

(X) In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

(X) Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
C. If the Board decides to dispose of real property that is suitable for use as classroom space, prior to disposing of the property in the manner set forth above, the Board shall first offer the property for sale to the governing authorities of the start-up community schools and the board of trustees of any college preparatory boarding school located within the territory of the District.

1. The Board shall offer the property to the community school governing authority and college preparatory boarding school board of trustees at a price that is not higher than the appraised fair market value of the property as determined in an appraisal of the property that is not more than one (1) year old.

2. In the event that more than one (1) community school governing authority or college preparatory boarding school board of trustees accepts the offer made by the Board, the property shall be sold to the community school governing authority or board of trustees that accepted the offer first in time.

3. The Board may dispose of the property by public auction if no community school governing authority or college preparatory boarding school board of trustees accepts the Board’s offer within sixty (60) days after such offer.

D. Disposition of Unused School Facilities

1. "Unused School Facilities" means any real property that has been used by the District for school operations, including but not limited to academic instruction or administration, since July 1, 1998, but has not been used in that capacity for two (2) years.
2. The Board shall offer any Unused School Facilities it owns for lease or sale to the governing authority of any community school or the board of trustees of any college preparatory boarding school that is located within the territory of the District.

At the same time the Board makes the offer to lease or sale, the Board may, but is not required to, offer the property for lease or sale to the governing authority of any community school with plans, as stated in applicable contracts, either to relocate to or add facilities in the District.

3. Any subsequent lease or sale of the property shall proceed in accordance with law.

4. If no governing authority or board of trustees accepts the offer to lease or buy the property within sixty (60) days after the offer is made, the Board may offer the property for sale or lease to any other permissible entity.

E. Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the District for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the District and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.

F. The Board President and Treasurer shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade under this policy.
Donation of Real or Personal Property

A. If the School District has property that the Board, by resolution, determines is not needed for school purposes, is obsolete, or is not fit for the use for which it was acquired, the Board may donate the property if the estimated fair market value of such property is $2,500 or less in the opinion of the Board. The property may only be donated to an eligible 501(c)(3) nonprofit organization located in the State of Ohio and exempt from Federal income taxation under 26 U.S.C. 501(a) and 501(c)(3).

B. Prior to donating the property, the Board shall adopt a resolution that contains the following:

1. a statement expressing the Board’s intent to make unneeded, obsolete or unfit-for-use, District property available to nonprofit organizations;

2. guidelines and procedures the Board considers to be necessary to implement the donation program;

3. an indication of whether the District will conduct such program or by a representative under contract with the Board;

4. contact information for such representative, if the person is known when the resolution is adopted;
5. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:

   a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;

   b. a description of its primary purposes;

   c. a description of the type or types of property the organization needs; and

   d. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.

C. Upon the adoption of the resolution, the Board shall publish at least twice in a newspaper of general circulation, notice of its intent to donate unneeded, obsolete, or unfit-for-use property to eligible nonprofit organizations. The notice must also include a summary of the information provided in the resolution. A similar notice must also be continually posted in the Board’s office and on the District’s Internet website, if one exists. The second and subsequent notices shall be posted not less than ten (10) and not more than twenty (20) days after the previous notice.

D. The Board or its representative must maintain a list of:

1. all eligible 501(c)(3) nonprofit organizations that submit a written notice described above; and

2. a list of all real or personal property that qualifies for the program.
The list of qualifying property must be continually posted at the same locations at which the resolution creating the program must be posted.

1. An item of property on the list must be donated to the 501(c)(3) organization that first declares to the Board or its representative its desire to obtain the item unless the Board previously established in a separate and distinct resolution, a list of eligible 501(c)(3) organizations that are to be given priority for an item’s donation.

2. The resolution giving priority to certain nonprofit organizations must specify the reasons for giving the organizations this priority. Such priority may be given based on a direct relationship between the purposes of the organization and specific purposes of the programs provided or administered by the Board.

E. Members of the Board must consult with the Ohio Ethics Commission and comply with R.C. Chapters 102 and 2921 when donating property to a 501(c)(3) organization of which a Board member, his/her family member(s) or a business associate(s) of a Board member is a trustee, officer, Board member, or employee.

**Proceeds from the Sale of Real Property**

When the Board disposes of real property pursuant to R.C. 3313.41, the proceeds received from the sale shall be used to retire any debt that was incurred by the District with respect to that real property. Any proceeds in excess of the funds necessary to retire that debt may be paid into the District’s capital and maintenance fund and used only to pay for the costs of non-operating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment.

R.C. 3313.17, 3313.40, 3313.41

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DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy (see Policy 7300).

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current, or
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the educational program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction, or
5. creates a safety or environmental hazard
C. **Disposition**

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines. If the decision is made to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the personal property may be traded upon such terms as are agreed upon by the parties.

R.C. 3313.40, 3313.41

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MAINTENANCE

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

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

The Superintendent shall develop, for implementation by the custodial (and maintenance) staff, a maintenance program.

The Superintendent shall develop and promulgate to the custodial (and maintenance) staff such rules as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.
HYGIENIC MANAGEMENT

The Board of Education recognizes that the health and physical well-being of the students of this District depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained ( ) annually to all staff members.

The Superintendent shall cooperate with the Board of Health in the conduct of the inspection of each school building and grounds for conditions dangerous to public health and safety not less than semiannually. The Superintendent shall provide access to school premises for the inspection(s) which shall be conducted during regular school hours. The Superintendent shall provide records or information the Board of Health considers necessary.

The Board shall review its policies

(X ) periodically

( ) annually

to provide for the safety of students, employees, and other persons using school facilities from any known health or safety hazards in a school building or on school grounds. The Board shall comply with Federal laws and regulations regarding health and safety applicable to school buildings.
Integrated Pest Management

The hygienic management plan shall include an Integrated Pest Management program (IPM) for the control of structural and landscape pests that minimizes the use of pesticides while addressing pest control.

[X] The IPM program will include:

A. procedures for prevention, identification, control, and monitoring of pests and conditions that attract pests;

B. education and training;

C. approved least-toxic chemical use and pre-notification of chemical use (see Policy 8431).

Wastes and Fluids

The Superintendent shall prepare, in consultation with ________________________, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter (see Policy 8453 and Policy 8453.01).

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, in school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the_______________________.

R.C. 3701.933, 3703.03, 3707.26, 3313.473, 3313.86, 3314.15, 3707.26
A.C. 3301-35-03 (C) (D), 3701-54

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RISK REDUCTION PROGRAM

The Board of Education believes that the employees and students of this District, 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 Board 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 Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District and take appropriate action on any violations thereof to the Superintendent.

The Superintendent shall ascertain that the employees and students of this District 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 the Public Employees Risk Reduction Advisory Commission.

[X] In the event an inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the State report.

R.C. 4167.01 et seq.
USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.
In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

(X) school grounds,

(X) any school-related event,

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

R.C. 2923.12, 3313.20, 3313.47, 3313.751, 3794 et seq.
U.S.D.O.E. Memorandum, 1995
A.C. 3701-52

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FACILITY SECURITY

Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek repair to rectify the damage or payment of a fee to cover repairs.

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VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

[X] (X) In order to promote student and staff safety, protect Board of Education property, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.
The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.
Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio’s Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.
The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within ___14 calendar_______ days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after ___30_______ days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. () Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

FERPA 20 U.S.C. 1232g
34 C.F.R. 99.1-99.67
Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510-2521

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PROPERTY INVENTORY

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

The Board shall

[X ] maintain a continuous inventory

of all Board-owned equipment and supplies and conduct a complete inventory

(X ) every _10_____ years.

For purposes of this policy "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least $5,000.00_____

[X ] to replace

and does not lose its identity when incorporated into a more complex unit. When defining Food Service supplies for inventory purposes, no items will be counted whose total value is less than $25.00_____.

It shall be the duty of the

[ X]  Superintendent/Treasurer
The Board of Education shall maintain a fixed-asset, accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

( X) the preparation of year-end financial statements in accordance with generally-accepted, accounting principles

( X) adequate insurance coverage

( X) control and accountability

Fixed assets are defined as those tangible assets of the District with 1.) a useful life in excess of one (1) year and 2.) an initial cost equal to or exceeding $5000.00.

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BOE Alert

CONSERVATION OF NATURAL AND MATERIAL RESOURCES
policy

USE OF DISTRICT PREMISES

see KG, KGB, KGR
COMMUNITY USE OF SCHOOL FACILITIES

Applications and Approval for the Use of School Facilities

The Superintendent or designee is authorized to organize and administer a plan for the receipt and approval of applications for the use of school facilities by non-school groups and organizations in accordance with the policies and regulations of the Board. The Board will establish and approve fees for use of school facilities.

Eligible Groups and Organizations

The following groups and organizations are eligible to use school facilities for purposes permitted by law. A charge will be assessed for the use of school facilities by said groups and organizations. The charge will be the amount prescribed in the Community Use of School Facilities regulation, KG-R.

Groups or organizations requesting multiple dates over a school year are required to have 50 percent of their participants reside within the Worthington School District boundaries to qualify for Group I or Group II Classification. A list of participant addresses is required prior to the event. Approval will be given based on space availability. Administration reserves the right to displace outside organizations no less than 2 weeks prior to a scheduled event, if the space is needed for District sponsored groups, such as student groups and athletic teams.

Group I

1. Uses directly related to the Worthington School District and the operations of the schools.
2. Uses and groups serving the Worthington Schools. (e.g. PTA, Boosters, WEF, Leadership Worthington)
3. Meetings of employee associations. (WEA, WESP, etc.)
4. Student organizations and clubs consistent with the federal Equal Access Act. (See Below)
5. Uses for voter registration and elections.
6. Departments or agencies of the Worthington Municipal Government. (Worthington Buildings and Columbus City Buildings)

Group II

6. Charitable organizations within District boundaries that qualify as tax-exempt by the IRS as Section 501(c) (3) Organizations.
7. Not-for-profit groups within District boundaries that do not qualify as Section 501(c) (3) Organizations.

Group III

8. Out-of-District Charitable organizations that qualify as tax-exempt by the IRS as Section 501(c)(3) Organizations.
9. Out-of-District not-for-profit groups or groups of individuals formed for charitable, civic, social, religious, recreational or educational purposes and do not qualify as Section 501(c)(3) Organizations.
Group IV

10. Commercial or profit-making organizations or individuals offering services for profit within District boundaries.

11. Out-of-District commercial or profit-making organizations or individuals offering services for profit.

Limited Public Forum For Groups of Secondary School Students Who Live in the Worthington School District

The Board recognizes that informally organized groups of secondary school students whose interests do not qualify as either curriculum-related or school-sponsored activities should be and therefore, are afforded a limited public forum with equal access to and free use of the public schools during non-instructional time. Therefore, the charge customarily assessed for the use of the facilities will be waived by the Board when such groups have requested and are given permission to use Board facilities.

In accordance with the Federal Equal Access Act and the constitutional guarantee of free speech, the Board recognizes that such groups of students may conduct non-curriculum-related meetings during non-instructional time in Board facilities if the following criteria are met.

A. the meeting is student initiated and student attendance is voluntary;

B. there is no sponsorship of the meeting by the Board, the school, any government or their agents or employees;

C. employees or agents of the Board, the school or any government are present at religious meetings only in a non-participatory capacity;

D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school and

E. non-school persons may not direct, conduct, control or regularly attend the activities of such student groups.

Rules and Conditions

1. Facility requests must be submitted in writing at least 14 days in advance before any written agreement for use of same can be final. Requests for reservations will be honored based on space availability, pursuant to “Eligible Groups” listed above.

2. Facility permits are nontransferable. A signed permit must be on file prior to usage. A 50 percent deposit of the estimated total charge is due upon receiving approval of the reservation. The remaining balance of the actual charge will be invoiced to the applicant and must be paid within 30 days after the invoice date.

3. Permit cancellations must be made 1 week prior to the scheduled date, or the deposit will be forfeited.
4. The permit holder using the facilities shall be responsible for the conduct of the members and guests. Children will be supervised at all times. Participants shall remain in the requested and approved facility and will not enter other facility areas. (In the event that this condition is not met, first warning will be provided. Second warning will result in the cancellation of current permit.)

5. For facility rentals for which there are no custodial charges, the use of the facility is not to interfere with the regular work of custodians. All necessary cleaning and preparation will be conducted by any group using a facility.

6. For facility rentals for which there are custodial charges, the service includes unlocking and locking the building, operation of the utilities and routine set up and clean up. Normally, unless other arrangements are made, the custodian will arrive one-half hour in advance of the stated opening time and will be available to the group during the time the group is using the facility.

7. The presence of a custodian on duty does not relieve the organization of responsibility for any damage to the property. Any damage done to school property shall be compensated for by the sponsoring organization. A certificate of insurance is required for non-school related groups. Police protection must be provided by any group or organization, at its own expense, if the Board deems it advisable.

8. Each non-school group is responsible for supplying their own technology and supplies or equipment. The school district is not responsible for damages or theft of any items.

9. Any organization desiring to move special equipment, props, or structures into the school or onto the grounds, including the auditorium, prior to or on the date of rehearsal or performance, must obtain permission from the school office of the rental facility. All flats, curtains and costumes must be treated for fire resistance.

10. Permission for bringing equipment such as concession stands, trucks or carnival equipment onto school property by internal and external groups must be requested in writing 30 days prior to the time of use.

11. Automobile parking is restricted to designated areas. There is no parking on grass area unless expressly designated as “parking permitted.”

12. Any literature and/or social media developed, including emails, tweets, and Facebook to advertise an event shall include a statement that Worthington Schools is not sponsoring or supporting this particular event or activity.

13. In conformity with State laws and/or Board policy, use of tobacco or the possession or use of intoxicating beverages, drugs or firearms is prohibited in school buildings and on all school sites.
14. The Board may revoke the right to use the facility at any time, with or without notice. If school should be cancelled for any reason, all permits are cancelled for that date. The buildings are not available on holidays.

Terms and Restrictions

1. Sponsorship by the Board

Although the Board wishes to encourage sponsored groups to develop activities, the Board will not permit its name to be used in support of such efforts unless there is in existence a specific agreement describing in detail the program and facilities that the Board has agreed to support.

2. Commercial Activity and Advertising

The Board will not permit any commercial activity in connection with events held on school property without prior written approval. Advertising or promotional material in support of commercial ventures are specifically prohibited unless the Board has given prior written approval. Advertising or promotional material in connection with political events on school property may be displayed or distributed on school property during hours the facility is being rented and must be removed at its conclusion.

3. Development of New Facilities

The Board will not consider the development of facilities by groups and organizations at its own expenses or by gift or grant unless such facilities are clearly in the best interests of the school program and meet the District needs. The Board is ready at any time to take under advisement specific proposals for the improvement or additions to facilities. Such proposals must be presented in writing and supported by appropriate plans and specifications.

4. Temporary or Permanent Structures

No area can be turned over to specific groups for permanent use. Temporary structures, such as woodcraft projects and Boy Scout tents, may be erected by permission of the Superintendent or Superintendent’s designee. No permanent structures may be erected except by approval of the Board.

5. Group Rentals

The Board will not consider the rental of facilities to one individual. An established nonstudent group or organization as defined by law must make the request for facilities. Groups must consist of at least 5 nonstudent members.
6. **Certificate of Liability Insurance**

A proper certificate of liability insurance shall be obtained by the group or the organization that provides general liability insurance for bodily injury and property damage for a combined single limit of not less than $1,000,000 for one occurrence. The Certificate of Liability Insurance is required to name the Worthington Board of Education, agents and employees as Additional Insured, relieving the Board from liability for the activity. A copy of the certificate of Liability insurance shall be made available prior to the time of use.

7. **Food Service**

Health Department, Ohio Division of School Food Service and District guidelines limit access to school kitchen areas to times when a food service employee is on duty. Requests for use of kitchen facilities must have the approval of the Coordinator of Food Service. Use of the kitchen and/or kitchen equipment is to be supervised by an employee of the Food Service Department. Compensation for the food service employee is done at the current Board-approved rate for facility rental. It is the responsibility of the food service employee to operate all equipment used in the kitchen, to make sure equipment is functioning and used properly, and to sanitize the kitchen and secure it prior to leaving. It is not the responsibility of this employee to prepare food for the rental organization or to do their cleanup. The kitchen should be clean upon arrival and should be left in the same condition. Organizations using the kitchen are responsible for their own supplies, e.g., foil, plastic film, eating utensils etc.

8. **Use by Employees**

Employees may use facilities under the same requirements as any other group. Employees may not use facilities for private or commercial gain unless appropriate charges are made in accordance with the fee schedule.

9. **Non-district Groups**

The Board policy will discourage the use of school facilities by out-of-district groups. Applications by out-of-district groups must have the approval of the Superintendent and appropriate charges will apply in accordance with the fee schedule. A higher charge may be assessed for personnel costs.

10. **Meeting Size Limitation**

The Board reserves the right to reasonably limit the maximum size of any non-curricular meeting based on space limitations, safety considerations and the need to maintain order and discipline.
[Adoption date: July 22, 2002]
[Revised: April 9, 2012]

LEGAL REFS.: ORC 3311.215
3313.74; 3313.75; 3313.76; 3313.77; 3313.79
4303.26
Title VIII, § 801

CROSS REFS.: KGB, Public Conduct on District Property
KI, Public Solicitations in the Schools
PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other employees of the schools or students.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the police will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

[Adoption date: July 22, 2002]

LEGAL REFS.: ORC 2907.03
2909.05-2909.07
3313.20

CROSS REF.: KG, Community Use of School Facilities
COMMUNITY USE OF SCHOOL FACILITIES

Personnel Rates for Use of School Facilities

Personnel charges may be applied to cover the cost of personnel supplied by the District for various activities as indicated by the following:

1. Custodial charges for $40 per hour for each custodian. There is a 2 hour minimum of custodial charge when the custodian is called in to cover any activity.

2. Food service charges of $40 per hour for each food service staff member needed. A 2 hour minimum is required when food service staff is needed.

3. Personnel charges for auditorium technician will be billed at a rate of $40 per hour. A 2 hour minimum is required for auditorium service level II usage when technical staff is needed.

4. Maintenance charges of $40 per hour for each maintenance worker used to line fields or on duty for outdoor activities, as well as indoor activities. A 2 hour minimum is required.

Districtwide building rental is not available for use on holidays.

Rental Rates for Organizations or Groups

1. Additional Notes
   A. Rental fees listed are hourly rates with the exception of Athletic Field, which is a charge per activity in lieu of a charge per hour. There is a 1 hour minimum on facility rental charges and charges will be based on each half-hour after the first hour.
   B. When facilities are rented and an admission fee is charged, a 25 percent increase in the rates may be realized.
   C. Tax-exempt groups wishing to be charged applicable rates must provide evidence of such status.
   D. A Classification Application for Facilities Use card must be submitted for all initial applications and retained on file 1 year for any subsequent requests. An Application for Facility Permit must be completed and submitted a minimum of 14 days in advance of an event for approval. All permits must be signed by an authorized representative of the organization or party to acknowledge observance of rental policy and hold harmless waiver.

2. Auditorium (Service Level Scale)
   I. Use of auditorium space with house lights, but without microphones, projectors. (See Fee Schedule)
II. Use of auditorium with request of microphones, projector, screen and minor set-up. (See Usage Fee Schedule for per hour charge.)

III. Use of auditorium with major production using stage equipment, sound system, lighting. (See Usage Fee Schedule for per hour charge.)

The following fee schedule is to be used in relation to the Board policy Use of School Facilities, (KG). The basis of the Fee Schedule is aligned with costs to the District for providing custodial services, maintenance, utilities, administrative costs, depreciation of facilities and consumption of materials and supplies.

The following priority groups have been developed based on Board policy and administrative practice relative to use of school facilities. All groups will be assessed as a separate building permit holders.

A fee schedule for facilities usage has been developed and complies with the aforementioned Groupings (I-IV). These fees are determined by the Board, and are subject to change upon such approval.

Fee Schedule

This is an addendum approved by the Board at a frequency of no less than every 2 years. Fees will be applied in accordance to the most recent Board-approved fee schedule.

[Approval date: July 22, 2002]
[Revised: April 9, 2012]
LENDING OF BOARD-OWNED EQUIPMENT

[X ] The Board of Education believes that Board-owned equipment is a valuable resource that may be loaned off site for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on request. The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off school property is subject to the same rules and conditions of use that are in effect when the equipment is used on school property.
[X] District equipment may be removed from District property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities.

[X] Personal use of Board equipment or facilities by staff or students will be in accordance with the Superintendent’s administrative guidelines.
TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board’s position with respect to staff-member privacy in the educational and workplace setting and to protect the Board’s interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board’s computer system, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords on districts systems or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used only for business and educational purposes.

Staff members are encouraged to keep their personal records and personal business at home.
[X]  Personal messages via Board-owned technology should be limited in accordance with the Superintendent’s guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

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ELECTRONIC MAIL

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it, are not meant to limit or discourage the use of e-mail for conducting the official business of the District, but rather, this policy and any corresponding guidelines are intended to establish a framework for the proper use of e-mail as an official business tool.

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system (X) may be blocked at any time due to concerns for network security, SPAM, or virus protection. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.
Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records if their content concerns District business, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records should be maintained pursuant to Policy 8330 – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.
E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

**Retention**

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a Litigation Hold shall be retained.

[X] E-mail retention is the responsibility of the individual e-mail user. E-mails sent or received using the District’s e-mail service (X) are retained for ___365_________ [e.g., thirty (30)] days on the server. This retention is for disaster recovery and not to provide for future retrieval. The District does not maintain a central or distributed e-mail archive of e-mail sent and/or received.
Unauthorized E-mail

The Board does not authorize the use of its proprietary computers and computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing Network Acceptable Use form.
COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

[X ] However, the use of the District’s network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a Student Network and Internet Acceptable Use and Safety form (X ) annually. (See also, Policy 7540.03)
Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

[X] The Board authorizes the access and use of social media from the District’s network.

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ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN

The Board of Education is committed to maintaining and protecting the District’s Information System. The Board believes that a complete and accurate Information System which includes educational, student, fiscal and personnel information is vital to the Board’s ability to deliver uninterrupted educational service to the community it represents. To that end, the Superintendent, in conjunction with the Treasurer, is directed to develop, test and maintain an Electronic Data Processing Disaster Recovery Plan for use in the event a disaster should disable the District’s electronic data processing equipment.

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JOINT USE OF FACILITIES

The Board of Education advocates the joint expenditure of District funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with

[X] the local municipal governing body,

[X] each or all of the governing bodies of municipalities comprising the District,

[X] the Board of County Commissioners,

[X] other school districts or educational institutions

in acquiring, improving, equipping, operating, or maintaining such joint-use facilities as:

[X] parks;

[X] playgrounds;

[X] playing fields.

R.C. 3313.59