

Book Policy Manual

Section Vol. 43, No. 1 - October 2024 CO

Title Vol. 43, No. 1 - October 2024 Policy Disposition Sheet

Code 02 - Disposition Sheet

Status 2) Approval and Adoption

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**DISPOSITION OF NEW/REVISED/REPLACEMENT POLICIES FOR BOARD ADOPTION**

**VOL. 43, NO. 1 - OCTOBER 2024**

Coding for District-Specific Edits

\*1 = drafted by District staff

\*2 = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish

\*3 = if the material is copyrighted to someone else from whom the District has secured permission to publish the material (No code is needed for accepting Neola's vetted material)

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po0100	12/18/2024			
po0142.1	12/18/2024			
po0151	12/18/2024			
po0152	12/18/2024			
po0155 Technical Correction	12/18/2024			
po0163 Technical Correction	12/18/2024			
po0164	12/18/2024			
po0165 New	12/18/2024			
po0165.1 Rescind	12/18/2024			
po0165.2 Rescind	12/18/2024			
po0166 New	12/18/2024			
po0167.2 Renumbered	12/18/2024			
po0167.7 Renumbered/Revised	12/18/2024			
po0173 Rescind	12/18/2024			

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised DEFINITIONS
Code	po0100
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Last Reviewed	November 20, 2024

**Revised Bylaw - Vol. 43, No. 1**

**0100 - DEFINITIONS**

Whenever the following items are used in these ~~(-) bylaws and policies~~ (X) bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

**Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

**Agreement**

A collectively negotiated contract with a recognized bargaining unit.

**Apps and Services**

Apps and services ("apps/services") are software (i.e., computer programs and applications) that support the interaction of personal communication devices (as defined in Bylaw 0100, below above) or technology resources (as defined by Bylaw 0100, below) or information resources (as defined by Bylaw 0100, below) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among, and between, staff, students, and parents, Board members and/or other stakeholders, and members of the community.

**Board**

The Governing Board.

**Bylaw**

Rule of the Board for its own governance.

**Center**

The Educational Service Center.

**Classified Employee**

An employee who provides support to the Center's program and whose position does not require a professional license.

**END OF OPTION 1}**

**{OPTION 2}OPTION #2**

~~[ ] Likewise, although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to discuss with the Center the student's educational progress, consent to all school related matters, and consent to medical, psychological, or dental treatment for the student, the caretaker authorization affidavit does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the student's parents, guardian or custodian regarding the care, physical custody, and control of the child.~~

**OR**

Likewise, although the grandparent is authorized to provide consent in all school-related matters and to discuss with the school district the student's educational progress, the caretaker authorization affidavit does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

**{END OF OPTION 2}**

**NOTE: END OF OPTIONS}**

R.C. 3313.64, 3109.52, 3109.65

### **Personal Communication Devices**

Personal communication devices ("PCDs") are electronic communication devices powered by batteries or electricity that are capable of receiving, transmitting, or receiving and transmitting communication between individuals or groups that are not issued by the District for the purpose of instruction. Examples of PCDs include computers, laptops, tablets, e-readers, cellular telephones/cellular/mobile phones, smartphones, gaming devices, smartwatches and other wearable technology, and ( ) telephone paging devices (e.g., beepers or pagers), ( ) and/or other web-enabled devices used to communicate of any type. R.C. 3313.753

### **Policy**

A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

### **President**

The **President** chief executive officer of the **Governing Board**. (See Bylaw 0152 - Officers)

### **Program Director**

The educational leader and head administrator of one (1) or more **Center** **Center's** programs. In policy and administrative guidelines, implies delegation of designated responsibilities to appropriate members of **the** **his/her** staff.

### **Professional Staff Member**

An employee who implements or supervises one (1) or more aspects of the Center's program and whose position requires a professional credential from the Division of Teacher Education and Licensing.

### **Relative**

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

### **Secretary**

~~The chief clerk of the Governing Board.~~

### **Service District**

The geographic area which comprises the school districts served by the Center.

R.C. 3109.52, 3109.65

R.C. 3313.18, 3313.20, 3313.64, 3313.753

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Legal

R.C. 3109.52, 3109.65

R.C. 3313.18, 3313.20, 3313.64, 3313.753

Book Policy Manual  
Section Vol. 43, No. 1 - October 2024 CO  
Title Vol. 43, No. 1 - October 2024 Revised OATH  
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Status 1) Reading and Review  
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Last Revised October 30, 2024  
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**Revised Bylaw - Vol. 43, No. 1**

0142.1 - OATH

Each member of the Board shall, before entering ~~the his/her~~ duties of office, take an oath to support the Constitution of the United States and the Constitution of the State of Ohio and to ~~perform~~ faithfully and impartially perform the duties of ~~the his/her~~ office. R.C. 3313.10

X The oath of office shall be administered to new members by the Treasurer or a member of the Board.

**{Cross References:**

~~po0151~~  
~~po0152}~~

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Cross References po0151 - ORGANIZATIONAL MEETING  
po0152 - OFFICERS

Book Policy Manual  
Section Vol. 43, No. 1 - October 2024 CO  
Title Vol. 43, No. 1 - October 2024 Revised ORGANIZATIONAL MEETING  
Code po0151  
Status 1) Reading and Review  
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Last Reviewed November 20, 2024

**Revised Bylaw - Vol. 43, No. 1**

**0151 - ORGANIZATIONAL MEETING**

The Governing Board shall organize annually at a meeting held during January. No later than December 31st of the previous year, the Treasurer shall survey the members of the new Board and establish the date, time, and place of the organizational meeting, on a date set by the Treasurer no later than December 31st of the previous year. The Board shall appoint a President Pro Tem who shall serve as presiding officer until the election of the ~~( )~~ Board President (X) Board President and Vice President for the organizational meeting. The Board shall organize by electing one (1) of its members the President and another the Vice-President. (See Bylaw 0152 - Officers) R.C. 3313.14

**{Cross References:**

**~~po0142.1~~**

**po0152**

**~~po0163~~**

R.C. 3313.14

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Cross References po0142.1 - OATH  
po0152 - OFFICERS  
po0163 - PRESIDING OFFICER

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Code	po0152
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### **Revised Bylaw - Vol. 43, No. 1**

#### **0152 - OFFICERS**

The Governing Board shall elect, from among its members, a President and Vice-President. Such election shall occur at the annual organizational meeting. (See Bylaw 0151 - Organizational Meeting)

A. The President of the Board shall:

1. preside at all public meetings of the Board; (See Bylaw 0163 - Presiding Officer)
2. call special meetings of the Board (R.C. 3313.16);
3. appoint all committees;
4. sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called (R.C. 3313.51, 3315.08);
5. assist in the preparation of the Board agenda.

B. The Vice-President shall assume and discharge the duties of the President in the event of absence, disability, or disqualification.

Board officers shall be elected by a majority vote of all members. Any member of the Board may nominate either themselves or another member for office.

~~The organizational meeting shall be called to order by the President Pro Tem who shall act as presiding officer.~~

~~[ ] The oath of office shall be administered to new members by the Treasurer or a member of the Board. R.C. 3313.10~~

~~The Board shall then proceed to the election of a President~~

~~( ) who may then take the chair.~~

~~and a Vice President.~~

~~( ) The President shall then take the chair.~~

~~Elections of officers shall be by roll call majority vote of members physically present taken by the Treasurer.~~

~~Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.~~

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. (R.C. 3313.14).

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Technical Correction COMMITTEES
Code	po0155
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**Technical Correction Bylaw - Vol. 43, No. 1**

**0155 - COMMITTEES**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Whenever a majority of a committee and/or sub-committee meets for any prearranged discussion of public business of that committee or subcommittee, it shall abide by the Sunshine Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings.

Such minutes shall also be available for inspection by the public. A committee may meet in executive session in accordance with the provisions of Bylaw ~~0167.20166~~ - Executive Session.

~~[ ] Committees shall consist of no more than \_\_\_\_\_ ( ) members.~~

~~[ ] Members shall be appointed by the President.~~

~~[ ] A member may request (or refuse) appointment to a committee. ( ) Refusal to serve on any one (1) committee shall not be grounds for lack of appointment to another committee.~~

~~[ ] Each Board committee shall be convened by a chairperson, who shall report for the committee.~~

~~[ ] The President shall appoint~~

~~( ) at the organizational meeting~~

~~( ) as soon after the organizational meeting as practicable~~

~~members of the Board to standing committees where they shall serve a term of one (1) year.~~

Ad hoc committees may be created and changed at any time by the President.

~~( ) or a majority of the members present at any meeting at which the need for a committee becomes evident.~~

~~( ) or the Superintendent with the approval of the Board.~~

Members of ad hoc committees shall serve until the committee is discharged.

**[Cross Reference:  
po0167.2]**

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Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Technical Correction PRESIDING OFFICER
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**Technical Correction Bylaw - Vol. 43, No. 1**

**0163 - PRESIDING OFFICER**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

~~{Cross-Reference:  
po0152}~~

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Cross References      po0152 - OFFICERS

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised NOTICE OF MEETINGS
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Last Reviewed	November 20, 2024

**Revised Bylaw - Vol. 43, No. 1**

**0164 - NOTICE OF MEETINGS**

A. A schedule of the time and place of ( ) all ( ) each **[END OF OPTION]** regular meeting(s) shall be posted annually on the Educational Service Center ("Center") website and in the Center office, published in the official newspaper(s), and posted at

~~( ) each school.~~

~~( ) the public library.~~

~~( ) the Center office.~~

~~( ) \_\_\_\_\_.~~

The notice shall also contain the following statement: "Upon request to the Superintendent, the Center shall make reasonable accommodation for a disabled person to be able to participate in this activity."

B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting and shall post the notice on the Center's website.

C. Notice of meetings at which any specific type of public business is to be discussed shall be sent to all persons requesting such notice ~~( )~~, ~~provided that such persons supply the Board with stamped, addressed envelopes for the purpose~~ **[END OF OPTION]**.

D. Notice of the time, place, and purpose of meetings of any Board committees/commissions, such as the Records Commission, will be publicized in accordance with the special meeting notice procedures, and meetings will be conducted in accordance with rules adopted by the committees/commissions.

E. The ~~Treasurer/CFO~~ Treasurer shall notify all Board members of each Board meeting in writing no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

F. Posting such meeting material to the Center's website shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings.

R.C. 121.22

R.C. 3313.16

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 New BOARD MEETINGS
Code	po0165
Status	1) Reading and Review
Last Revised	October 30, 2024
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### **New Bylaw - Vol. 43, No. 1**

#### **0165 - BOARD MEETINGS**

##### **Regular Meetings**

Regular meetings of the Governing Board shall be public and held at least once every two (2) months. The time of such meetings shall be fixed at the organizational meeting. R.C. 121.22, 3313.15

##### **Special Meetings**

Special meetings of the Board shall be public. R.C. 121.22

- A. Special meetings, which include emergency meetings, shall be called by the President, Treasurer, or by two (2) members of the Board by serving a written notice of the time and place of such meeting upon each Board member at least two (2) days in advance of the meeting. The notice shall be signed by the official or members calling the meeting. R.C. 3313.16
- B. The agenda for a special meeting is limited to the purpose(s) set forth in the public notice that is provided at least twenty-four (24) hours in advance of the meeting. At the special meeting, the Board may only discuss those issues set forth on the agenda, whether in open session or executive session.

##### **Emergency Meetings**

Emergency meetings are a subset of special meetings of the Board and may be called by the President, Treasurer, or two (2) members of the Board. Notice of the time, place, and purpose(s) of an emergency meeting will be given immediately to Board members and the news media that have requested notification. The agenda for an emergency meeting is confined to the announced purpose(s) of the meeting.

~~**[DRAFTING NOTE: Emergency meetings are not addressed in State law; however, case law suggests that public bodies may convene this type of special meeting when a situation requires immediate official action. If such action is not actually necessary, eg., where a Board has waited until the last minute to act on a matter that could have been addressed earlier, courts have and may well again invalidate the action as a violation of the Open Meeting law. As such, emergency meetings should be carefully considered and we recommend consultation with legal counsel prior to calling one.]**~~

~~**{Cross-Reference:  
po0166}**~~

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Legal R.C. 121.22

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Title	Vol. 43, No. 1 - October 2024 Rescind REGULAR MEETINGS
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**Rescind Bylaw - Vol. 43, No. 1**

**~~0165.1~~ **REGULAR MEETINGS****

~~Regular meetings of the Board shall be public and held at least once every two (2) months. The time of such meeting shall be fixed at the organization meeting. R.C. 121.22, 3313.15~~

- ~~A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.~~
- ~~B. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the Center with such recommendations as s/he shall make.~~

~~Each agenda shall contain the following statement:~~

~~"This meeting is a meeting of the Governing Board in public for the purpose of conducting the Educational Service Center's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item \_\_\_\_\_."~~

- ~~C. The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than \_\_\_\_\_ (\_\_\_\_) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty four (24) hours before the meeting, consistent with provisions calling for special meetings.~~
- ~~D. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any regular meeting by a majority vote of the members present.~~

**E. Consent Agenda**

~~The Board shall use a consent agenda to keep routine matters within a reasonable time frame.~~

~~The following routine business items may be included in a single resolution for consideration by the Board:~~

- ~~1. minutes of prior meetings~~
- ~~2. bills for payment~~
- ~~3. hiring of personnel~~
- ~~4. resolutions that require annual adoption, such as bank signatories, association membership(s), etc.~~

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Rescind SPECIAL MEETINGS
Code	po0165.2
Status	1) Reading and Review
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Last Reviewed	November 20, 2024

**Rescind Bylaw - Vol. 43, No. 1**

**~~0165.2~~ SPECIAL MEETINGS**

~~Special meetings of the Board shall be public. R.C. 121.22~~

- ~~A. Special meetings, which include emergency meetings, shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time and place of such meeting upon each Board member at least two (2) days in advance of the meeting. The notice shall be signed by the official or members calling the meeting. R.C. 3313.16~~
- ~~B. The agenda for a special meeting is limited to the purpose(s) set forth in the public notice that is provided at least twenty four (24) hours in advance of the meeting. At the special meeting, the Board may only discuss those issues set forth on the agenda, whether in open session or executive session.~~
- ~~C. ( ) Emergency meetings are a subset of special meetings of the Board and may be called by the President, Treasurer, or by two (2) members of the Board. Notice of the time, place, and purpose(s) of an emergency meeting will be given immediately to Board members and to the news media that have requested notification. The agenda for an emergency meeting is confined to the announced purpose(s) of the meeting.~~

**~~[DRAFTING NOTE: Emergency meetings are not addressed in State law; however, case law suggests that public bodies may convene this type of special meeting when a situation requires immediate official action. If such action is not actually necessary, eg., where a Board has waited until the last minute to act on a matter that could have been addressed earlier, courts have and may well again invalidate the action as a violation of the Open Meeting law. As such, emergency meetings should be carefully considered and we recommend consultation with legal counsel prior to calling one.]~~**

Book	Policy Manual
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Title	Vol. 43, No. 1 - October 2024 New AGENDAS
Code	po0166
Status	1) Reading and Review
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Last Reviewed	November 20, 2024

### **New Bylaw - Vol. 43, No. 1**

#### **0166 - AGENDAS**

#### **Agenda**

- A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Governing Board at each regular meeting.
- B. The agenda of the regular monthly meeting or special meetings may include a report from the Superintendent on information relating to the Educational Service Center ("ESC" or "Center") with such recommendations the Superintendent shall make.
- C. Each agenda shall contain the following statement:

"This meeting is a meeting of the Governing Board in public for the purpose of conducting the Educational Service Center's business and is not to be considered a public community meeting. Public participation is governed by Board Bylaw 0169.1 - Public Participation at Board Meetings."
- D. The agenda for each regular meeting shall be provided to each Board member in advance within a reasonable period of time. Generally, the agenda should be provided no later than **two (2) [ENTER AMOUNT]** days prior to the meeting. The agenda for a special meeting shall be provided at least twenty-four (24) hours before the meeting.
- E. The Board shall transact business according to the agenda. The agenda may be modified in accordance with the Board's adopted parliamentary procedures at any regular meeting.

#### **Consent Agenda**

**~~[DRAFTING NOTE: Use of consent agenda should be limited to routine items. This is an often litigated area of the Open Meetings Act. It is advised that you consult with legal counsel with specific questions about the use of consent agendas.]~~**

The Board may use a consent agenda to efficiently address routine matters. Items on the consent agenda will be reviewed during the meeting prior to action being taken.

Items on the consent agenda shall be limited to routine matters. The following routine business items may be included in a single resolution for consideration by the Board:

- A. minutes of prior meetings
- B. bills for payment
- C. hiring of personnel

Book	Policy Manual
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**Renumbered Bylaw - Vol. 43, No. 1**

**0167.20166 - EXECUTIVE SESSION**

The Board and its committees and subcommittees reserve the right to enter into executive session solely to discuss one (1) or more of the following issues that are exempted from public sessions:

- A. consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official
- B. investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee, or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of the Board member's his/her duties or their his/her removal from office shall not be held in executive session
- C. consideration of the purchase of property for public purposes, or sale or other disposition of unneeded, obsolete, unfit-for-use property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest
- D. discussion with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action
- E. preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment
- F. matters required to be confidential by Federal law or regulations or State statutes
- G. specialized details of security arrangements and emergency response protocols where disclosure might reveal information that could jeopardize the Educational Service Center's ("Center") security
- H. consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:
  1. the information is directly related to a request for economic development assistance that is to be provided or administered under one of the statutes referenced in R.C. 121.22(G)(8)(1), or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, and
  2. an unanimous quorum of the Board or its subcommittee determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project

Book	Policy Manual
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Code	po0167.7
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**Renumbered/Revised Bylaw - Vol. 43, No. 1**

**0167.70167.2 - USE OF PERSONAL COMMUNICATION DEVICES**

When performing their duties as a Governing Board member, regardless of whether the Board member is they are using a personally owned or Board owned personal communication device devices ("PCD") (PCDs) (as defined by Bylaw 0100) or Educational Service Center ("Center") technology resources (as defined by Bylaw 0100), a Board member's members use of PCDs or Center technology resources PCDs shall be in accordance with the following policies ~~( )~~ **and administrative guideline [END OPTION]:**

- A. ~~X( )~~ Policy 7530.01 - Board-Owned Technology Resources Used For Communication **DRAFTING NOTE: Insert the title of the policy based on which version the District selected at Policy 7530.01.**
- B. Policy 7530.02 - Staff Use of Personal Communication Devices
- C. Policy 7540.04 - Staff Technology Acceptable Use and Safety
- D. Policy 7542 - Access to Center Technology Resources and/or Information Resources from Personally Owned Personal Communication Devices
- E. ~~( )~~ Policy 7530.01 - Board Owned Personal Communication Devices
- F. ~~Policy 7540.04 - Staff Education Technology Acceptable Use and Safety~~
- G. ~~(X)~~ AG 7540.04 - Staff Education Technology Acceptable Use and Safety

For purposes of this Bylaw, PCDs shall be defined as set forth in the above identified policies.

**{Cross References:**

~~po0100~~  
~~po7530.01~~  
~~po7530.02~~  
~~po7540.04~~  
~~po7542}~~

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Cross References	po0100 - DEFINITIONS
	po7530.01 - TITLE WILL DEPEND ON CHOICE OF V1 OR V2
	po7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES
	po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

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**Rescind Bylaw - Vol. 43, No. 1**

~~0173~~ **BOARD OFFICERS**

~~A. The President of the Governing Board shall:~~

- ~~1. preside at all public meetings of the Board;~~
- ~~2. call special meetings of the Board; R.C. 3313.16~~
- ~~3. appoint all committees;~~
- ~~4. sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called; R.C. 3313.51, 3315.08~~
- ~~5. assist in the preparation of the Board agenda.~~

~~B. The Vice President shall assume and discharge the duties of the President in his/her absence, disability, or disqualification.~~

~~C. A committee chairperson shall call meetings of the committee, keep informed on developments in activities under the committee's jurisdiction, and report to the Board for the committee.~~

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Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po4120.08
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Adopted	June 10, 2008
Last Revised	October 30, 2024
Last Reviewed	November 20, 2024

**Revised Policy - Vol. 43, No. 1**

**4120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Governing Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees  may be members of the Educational Service Center's ("Center")  classified staff  support staff  or individuals from the community or nearby areas. **~~END OF OPTIONS~~**

The Board authorizes the Superintendent to  recommend candidates for employment by the Board ~~act for the Board in employing such part-time staff.~~ **~~END OF OPTION~~**

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. Such qualifications shall include completion of a sudden cardiac arrest training course approved by the Department of Health, in accordance with R.C. 3319.303. The qualifications shall also include completion of a student mental health training course approved by the Department of Mental Health and Addiction Services. The mental health training course may be combined with or part of another training course. Such training must be completed each time the individual applies for or renews a Pupil Activity Program Permit. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent before the Board will pay any compensation.

No staff member employed in a position for which licensure or permit is required may be paid until evidence of such appropriate licensure or permit valid for the effective dates of such services has been received by the Superintendent and transmitted to the Treasurer.

~~[ ] The Board will not allow any prospective coach or activity sponsor to engage in supervision and/or coaching activities until such time that a valid Pupil Activity Permit for that individual is filed with the Center.~~

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation **and be enrolled in the State's Rapback System as required by State law** (see Policy 4121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one (1) or more years, without first offering the position held by that individual to employees of the Center who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised CRIMINAL HISTORY RECORD CHECK
Code	po4121
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Last Reviewed	November 20, 2024

### **Revised Policy - Vol. 43, No. 1**

#### **4121 - CRIMINAL HISTORY RECORD CHECK**

In accordance with State law, the Governing Board requires a criminal background check including information from the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) of each applicant the Superintendent recommends for employment on the Educational Service Center's ("Center") non-teaching staff as well as for all current non-teaching employees on a periodic basis. These requirements apply to any non-teaching employee, including individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, and all substitutes and persons employed on a part-time basis such as coaches or activity supervisors.

Specific rules relating to employees engaged in the operation of a vehicle for student transportation (bus/van drivers) and ~~non-teaching non-teaching~~ employees who are also licensed by the Ohio Department of Education (e.g. aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) shall be implemented as prescribed by law and applicable administrative code.

A criminal background check is not required of any currently-employed staff member who is a candidate for another position in the Center, unless otherwise required by law and/or this policy.

The Board authorizes the Center to undertake the criminal history check for individuals the Board may employ.

The Superintendent shall establish administrative guidelines that require an appropriate records check that complies with the law.

Any information and records obtained from such inquiries are not public records and shall be kept confidential and not released or disseminated.

Should it be necessary to employ a person to maintain continuity of the Center's operations, prior to receipt of the criminal history record, the Superintendent may, except in the case of a bus driver, employ the person on a provisional basis until the report is received.

#### **Enrollment in the State Rapback System**

The Board will ensure that all employees and contractors whose work duties involve routine interaction with a child or who are regularly responsible for the care, custody, or control of a child are enrolled in the State Rapback System. Licensed employees are enrolled in Rapback by the State Board of Education's Office of Professional Conduct upon approval of their license. School bus and van drivers, and all other unlicensed employees and contractors who do not have a license or permit issued by the State Board of Education, are expected to complete the necessary steps to enroll in Rapback through the State Board as required by law. Employees and contractors may need to complete a new BCI background check (X) at their expense ~~END OF OPTION~~ upon initial enrollment in Rapback. Enrollment in Rapback is considered a mandatory condition of employment and is not optional. ~~DRAFTING NOTE: House Bill 33 (effective July 4, 2023) mandated that all nonlicensed employees and contractors, including bus and van drivers, were required to be enrolled in~~

Book	Policy Manual
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Title	Vol. 43, No. 1 - October 2024 Revised PERSONAL COMMUNICATION DEVICES
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Last Revised	October 30, 2024
Last Reviewed	November 20, 2024

**Revised Policy - Vol. 43, No. 1**

**5136 - PERSONAL COMMUNICATION DEVICES**

The Governing Board is committed to providing educational environments that support students fully engaging with classmates, teachers, and instruction. Use of personal communication devices ("PCDs") shall be limited during school hours and during school-related events and functions in accordance with this policy and the Student Code of Conduct.

Personal Communication Device ("PCD") is defined in Bylaw 0100 - Definitions. For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad like devices), electronic readers ("e-readers"; e.g., Kindle like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), ( ) telephone paging devices (e.g., beepers or pagers), **[NOTE: END OF OPTION]** and/or other web-enabled devices of any type.

Nothing in this policy prohibits a student from using a PCD for student learning or to monitor or address a health concern, in accordance with the student's individualized education program or Section 504 plan.

**[DRAFTING NOTE: Choose optional exceptions below. If the Center differentiates PCD use exceptions by grade level, adjust/duplicate this section as needed.]**

Students are prohibited from using a PCD except:

- A.  when the teacher authorizes a student to use a PCD for educational purposes during instructional time;
- B.  when the Director authorizes a student to use a PCD for educational purposes during instructional time;
- C.  during the student's lunch break;
- D.  between classes;
- E.  during school-related events and functions (e.g., after school activities, extra-curricular activities); or
- F.  while riding in school vehicles (Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle.);

Students are prohibited from using PCDs in a manner that infringes on a person's reasonable expectation of privacy. This includes using PCDs in locations and circumstances where a student may be changing clothes or in any stage of undress, such as gymnasiums, locker rooms, shower facilities, and restrooms/bathrooms, ( ) and swimming pools **[END OF OPTION]**. The Superintendent and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

**[DRAFTING SELECT OPTION A OR OPTION B OR OPTION C OR OPTION D]**

**[ ] [OPTION A]**

held until ( ) the end of the school day ( ) a parent/guardian picks it up, ( ) and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

**[DRAFTING NOTE: SELECT OPTION #1 OR OPTION #2 OR OPTION #3]**

**[ ] [OPTION #1]**

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in ( ) classrooms, ( ) gymnasiums, locker rooms, shower facilities, rest/bathrooms ( ) and/or swimming pool.

**[END OF OPTION #1]**

**[ ] [OPTION #2]**

The use of PCDs in ( ) classrooms, ( ) gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or ( ) swimming pool is prohibited.

**[END OF OPTION #2]**

**[ ] [OPTION #3]**

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, ( ) classrooms, ( ) gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

**[END OF OPTION #3]**

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Administration [e.g. Director or Director of Pupil Services]. The Educational Service Center ("Center") representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

~~Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.~~

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Board Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students also are ~~also~~ prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on school property, or at a school-sponsored activity.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

~~[ ] Students may use school phones to contact parents/guardians during the school day.~~

**[END OF OPTIONAL PROVISIONS]**

This policy shall be posted prominently on the Center's website and in a central location in each school building and made publicly available upon request.

**[Cross-References:**

~~po0100~~

~~po5517.01~~

~~po5771~~

~~po7540.03]~~

R.C. 3313.753

ODEW Ohio's Cell Phones in Schools Model Policy

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Legal

R.C. 3313.753

ODEW Ohio's Cell Phones in Schools Model Policy

Cross References

po0100 - DEFINITIONS

po5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

po5771 - SEARCH AND SEIZURE

po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

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**Revised Policy - Vol. 43, No. 1**

**5136.01 - ELECTRONIC EQUIPMENT**

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting, and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Governing Board will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use (X) or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of a (-) the Director (-) the classroom teacher (X) staff member.

Examples of prohibited devices [~~INSERT THOSE ITEMS APPLICABLE TO YOUR EDUCATIONAL SERVICE CENTER;~~ **CONSIDER IN LIGHT OF DEVICES AUTHORIZED PURSUANT TO POLICY 5136**] include, but are not limited to:

- A. ~~(-) cameras (photographic and/or video);~~
- B. ~~(-) laptops;~~
- C. ~~(-) tablets (e.g., iPad-like devices);~~
- D. ~~(-) smartphones;~~
- E. ~~(-) e-readers (e.g., Kindle-like devices);~~
- F. ~~(-) personal digital assistants (PDAs);~~
- G. ~~(-) lasers;~~
- H. ~~(-) laser pens or pointers;~~
- I. ~~(-) radios;~~
- J. ~~(-) "boom boxes";~~
- K. ~~(-) headphones;~~
- L. ~~(-) portable CD/MP3 players;~~
- M. ~~(-) portable TV's;~~
- N. ~~(-) electronic games/toys;~~
- O. ~~(-) pagers/beepers, other paging devices;~~

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See **Board Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior**. In particular, students are prohibited from using a camera or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, (including sexual orientation/transgender identity), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without the individual's his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, (←) classrooms, **END-OF-OPTION** and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

~~[ ] If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.~~

Any electronic equipment/device confiscated by Center staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in Center custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with **Board Policy 5771 – Search and Seizure**.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

### **Accessing and Monitoring School-Issued Devices and Accounts**

While students have no right or expectation of privacy when using Center technology resources, the Center and third party technology providers that provide services through a contract with the Center are prohibited by State law from electronically accessing or monitoring certain features on school-issued devices provided to students unless a legally permissible exception exists. School-issued devices are defined as any hardware, software, devices, or accounts that a Center provides to an individual student for that student's personal use. The prohibited features include location-tracking features of a school-issued device, audio or visual receiving, transmitting, or recording features of a school-issued device, and student interactions with a school-issued device including, but not limited to, keystrokes and web-browsing activity.

However, the Center and third party providers are permitted to access and monitor student devices in the following circumstances:

- A. The activity is limited to non-commercial educational purposes for instruction, technical support, or exam proctoring by Center employees, student teachers, staff contracted by a Center, a vendor, or the Department of Education, and notice is provided in advance;
- B. The activity is permitted under a judicial warrant;
- C. The Center or a technology provider is notified or becomes aware that the device is missing or stolen;

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**Revised Policy - Vol. 43, No. 1**

**5200 - ATTENDANCE**

The educational program offered by this Educational Service Center ("Center") is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

or during the attendance sessions to which a student~~s/he~~ has been assigned.

A student in grades nine (9) through twelve (12) may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a ~~(-) written [END OF OPTION]~~ statement of the cause for such absence. The Governing Board reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. ~~religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty~~ ~~observation or celebration of a bona fide religious holiday~~
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a Center-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with

A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to (X) ten (10) ~~( )~~ **ENTER AMOUNT** medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond (X) ten (10) ~~( )~~ **ENTER AMOUNT** days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within (X) five (5) ~~( )~~ **ENTER AMOUNT** school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school. ~~[DRAFTING NOTE: Use the last option to permit an excused medical absence for student mental health (e.g., school phobia, anxiety, emotional disability) or for students whose chronic conditions could be impacted by recognized pandemic/epidemic (COVID-19) or other causes. Document the reason for the medical excuse.]~~

### Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the Center. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The Center has adopted the following procedure for a student, parent, or guardian to notify the Center of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the ~~( )~~ Superintendent **(X)** Principal. The ~~( )~~ Superintendent **(X)** Principal will review the grievance and issue a written determination of whether the policy has been violated. The decision of the ~~( )~~ Superintendent **(X)** Principal is final and not subject to further appeal.

The Center will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the Center's website and will include the contact information for an individual who can provide further information about the policy. The Center will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations ~~( )~~ as published by the State Superintendent for which an absence will not be unreasonably withheld or denied **END OF OPTION. DRAFTING NOTE: Centers are required to publish a non-exhaustive list of religious holidays, festivals, and observances. At the beginning of the school year, the State Superintendent is required to provide each Center with a non-exhaustive list of holidays and festivals for the next two (2) years. Each Center must either adopt the State Superintendent's list or develop and adopt a list of its own.** The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a Center, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within ~~( )~~ five (5) ~~( )~~ school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ~~( )~~ ten (10) ~~( )~~ medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ~~( )~~ ten (10) ~~( )~~ days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A.  provide counseling to the student
- B.  request or require the student's parent to attend a parental involvement program
- C.  request or require a parent to attend a truancy prevention mediation program
- D.  notify the Registrar of Motor Vehicles of the student's absences
- E.  take appropriate legal action
- F.  assignment to an alternative school ~~[-DRAFTING NOTE: If the Center has established an alternative school, it must appear as an alternative intervention strategy.]~~

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the ~~(-) Superintendent~~  Principal may, in their his/her discretion, assign the \_\_\_\_\_ ~~[one (-) school official]~~  to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

~~[-DRAFTING NOTE: Choose one of the following options]~~

The plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year.

**OR**

~~[-] The absence intervention process shall commence upon the first day of instruction of the next school year.~~

**[-END OF OPTIONS]**

### Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the 61<sup>st</sup> day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The Center or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the 61<sup>st</sup> day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months,  the absence intervention team ~~(-) the attendance officer~~ **END OF OPTIONS** may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the students/he will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and the student's his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the Center's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status. ~~[-DRAFTING NOTE: The term "habitually absent" as used here refers to the level of~~

- A. daily logins to learning management systems;
- B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students; and
- C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher (X) may (→) should adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge. ~~[DRAFTING NOTE: If a teacher knows that a regular education student or special education student took "significantly" longer (i.e., more than a de minimis additional amount of time) than the "typical" amount of time to complete an assignment, the student should be given additional attendance "credit." The administration will need to determine how it intends to verify the amount of time the student or parent reports it took the child to complete the assignment from the time a "typical" student would be expected to take to complete the assignment.]~~

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Legal R.C. 2151.011, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191  
R.C. 3321.22, 3321.38, 3323.041  
A.C. 3301-35-03, 3301-47-01, 3301-69-02

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised STUDENT CONDUCT
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### **Revised Policy - Vol. 43, No. 1**

#### **5500 - STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Governing Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in all programs of the Educational Service Center ("Center"). It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the ~~Student~~ Code of Conduct/Student Discipline Code accordingly.

#### **Academic Honesty**

The Board values honesty and expects integrity in the Center's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence ("AI") platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

**~~{END OF OPTIONAL LANGUAGE - AI}~~**

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

~~{ } All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in Center schools regarding academic integrity. ( ) Such education shall reference this Board policy. {END OF OPTION}~~

Students who violate this policy are subject to disciplinary consequences.

~~{ } Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation. {END OF OPTION}~~

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Student Code of Conduct/Student Discipline Code shall be reviewed ~~( ) annually~~ (X) periodically. ~~{END OF OPTION}~~

~~{ } A summary of this policy shall be included in the Student Handbook and the Employee Handbook.~~

**~~{Cross References:  
po7540.03  
po7540.04  
po7540.09}~~**

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Legal R.C. 3313.20, 3313.534, 3313.66, 3313.661

Cross References po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY  
po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY  
po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book	Policy Manual
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**Revised Policy - Vol. 43, No. 1**

**5780 - STUDENT/PARENT RIGHTS**

The Governing Board recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and the student's his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the Educational Service Center ("Center").

~~[ ] The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for the student's his/her education.~~

Since a student who has reached the age of majority possesses the full rights of an adult, the students/he may authorize those school matters previously handled by the student's his/her parents, but the students/he also assumes the responsibility for their his/her performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

**Parent Right to Inspect Instructional Materials**

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

**Right to Inspect Technology Provider Contract**

The Center shall provide parents and students with an opportunity to inspect a complete copy of each technology provider contract.

Book	Policy Manual
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**Revised Policy - Vol. 43, No. 1**

**6320 - PURCHASING AND BIDDING**

**Price Quotations for Items Not Required to be Competitively Bid**

It is the policy of the Governing Board that the appropriate administrator seek at least two (2) price quotations, unless fewer quotations are available, on purchases of any supplies, materials, and/or equipment costing more than \$2,000, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the Educational Service Center ("Center") or when the item is subject to formal bid. Standardized purchasing procedures of the Center (AG 6320A) shall be followed when purchasing on the basis of price quotations from vendors.

**Limitations**

All purchases that are within the amount contained in the ~~( )~~ function ~~( )~~ object  line item ~~[END OF OPTIONS]~~ of the appropriation ~~( )~~ and were originally contemplated in the budgeting process ~~[END OF OPTION]~~ may be made upon authorization of the \_\_\_\_\_ ( ) unless the contemplated purchase is for more than \$ \_\_\_\_\_, in which case prior approval is required from the \_\_\_\_\_ ~~[END OF OPTION]~~.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

**Then and Now Certificate**

If the Treasurer can certify that both at the time of the purchase and at the time of certification, sufficient funds were available ~~( ) or in the process of collection, [END OF OPTION]~~ to the credit of the respective fund, properly appropriated and free from previous encumbrance, the expenditure may be authorized. The Board may approve such payment within thirty (30) days from receipt of such certificate.

Amounts of less than \$3,000 may be paid by the Treasurer upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful.

~~The Board should be advised of all non bid purchases ( ) not contemplated during the budgeting process ( ) when the amount exceeds the amount of the appropriation [END OF OPTION].~~

The Superintendent is authorized to make emergency purchases, without prior adjustment, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

**"Blanket" Certificates**

The Treasurer may issue "blanket" purchase orders (certificates) for a sum not exceeding an amount established by resolution of the Board against any specific line item account over a period of time, not to extend beyond the end of the

- C. (X) the conduct and performance on previous contracts (with the Center or other agencies);
- D. (X) the bidder's facilities;
- E. (X) management skills;
- F. (X) the ability to execute the contract properly;
- G. (X) a signed affidavit affirming that neither the bidder nor any sub-contractor has entered into an agreement with any labor organization regarding the public improvement project.

**Awarding of Bids**

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail.

**Purchase of School Buses and Certain Other Motor Vehicles**

The Board shall use competitive bidding to enter into an agreement for the purchase or lease-purchase of a school bus unless an exception to bidding applies. The term "school bus" includes any vehicle designed to carry more than nine (9) passengers excluding the driver. Bids shall indicate that prior to delivery the bus must comply with all applicable State laws and regulations, including the Ohio Pupil Transportation Operation and Safety Rules. No bid bonds will be required unless requested by the Board during the competitive bidding process. The Board is not required to use competitive bidding to rent or lease a school bus as long as the agreement does not include a provision for the purchase of the bus.

For the purchase of motor vehicles other than school buses, the Board will follow the adopted procedures to obtain price quotations prior to purchase when applicable. Standardized purchasing procedures of the Center shall be followed when purchasing a motor vehicle other than a school bus.

**Lease-Purchase Agreements**

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of one-year renewable lease terms totaling not more than thirty (30) years, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

**Purchases from the State**

In accordance with State law (R.C. 4115.31 - 4115.35), the Superintendent shall, in accordance with rules of the State committee for the purchase of products and services provided by persons with severe disabilities, procure products or services at the fair market price established by the committee from a qualified nonprofit agency for persons with severe disabilities, if the product or service is on the procurement list and is available within the period required by the Center, notwithstanding any law requiring the purchase of products and services on a competitive bid basis.

**Quantity Purchases**

In order to promote efficiency and economy in the operation of the Center, the Board requires that the appropriate administrator periodically estimate requirements for standard items or classes of items and make quantity purchases to procure the lowest cost consistent with good quality.

**Requirement**

Before the appropriate administrator places a purchase order, they s/he shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Center. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. (→) ~~items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;~~

Book	Policy Manual
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Title	Vol. 43, No. 1 - October 2024 Revised VENDOR RELATIONS
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Last Reviewed	November 20, 2024

**Revised Policy - Vol. 43, No. 1**

**6460 - VENDOR RELATIONS**

The Governing Board shall not enter into a contract knowingly with any supplier of goods or services to this Educational Service Center ("Center") under which any Board member or officer, employee, or agent of this Center has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this Center.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases, shall not enter into a contractual arrangement with a vendor seeking to do business with the Educational Service Center, or a vendor with whom the Center is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

~~[ ] Employee accrual of personal frequent flyer miles, hotel "bonus points", credit card "rewards", or any other reward under such affinity programs (including credit points or rewards directed to non-profit organizations) or other merchant "rewards" programs as a result of a Center purchase is strictly prohibited.~~

Nothing herein shall prevent a school employee, who is not in a position to negotiate or authorize a contract with a vendor, from accepting a discount on goods purchased for personal use from a vendor with whom the Board does business (i.e., that has a contract with the Board) provided the vendor (a) extends the same discount to all of its customers and does not limit it to officials and employees of the Center, (b) offers a uniform discount to all eligible school officials and employees, without limiting the offer to employees with official duties or responsibilities affecting the vendor's financial interest, and (c) does not offer the discount to school officials and employees in exchange for the performance of their public duties. Board members and/or school personnel who negotiate or authorize a vendor's contract are prohibited from accepting any discount offered by the vendor for his/her personal use. Such individuals also shall not suggest that the vendor offer an employee discount as part of the public contract.

All sales persons, regardless of the product, shall make contact clear with the Superintendent's office before contacting any teachers, students, or other personnel of the Educational Service Center. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with the policies of the Board on the basis of quality, price, and delivery with past service as a factor if all other considerations are equal.

**Requirements for Certain Technology Provider Contracts**

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**~~Revised Policy - Vol. 43, No. 1~~**

**~~7530.01 - CELLULAR TELEPHONE/CELL PHONE ALLOWANCE~~**

**~~Version # 1~~**

**~~Eligibility for Cellular Telephone/Cell Phone Allowance~~**

~~Personal communication devices ("PCDs") (as defined by Bylaw 0100) mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), ( ) telephone paging devices (e.g., beepers and pagers)) (collectively, "cell phones") enable communication whenever a situation arises necessitating immediate contact, regardless of the person's location at the time. The Superintendent and the administrators who meet one or more of the following criteria are required as a condition of employment to personally own a cellular telephone ("cell phone") and obtain an appropriate service plan so that the cell phone is available for use for business related communications:~~

- ~~A. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;~~
- ~~B. their jobs require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;~~
- ~~C. their jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology;~~

~~**(This is not intended to include occasional, incidental access or purely voluntary access such as checking e-mail from home.)**~~

- ~~D. ( ) safety requirements indicate having a cell phone is an integral part of meeting the requirements of the employee's job description;~~
- ~~E. ( ) more than fifty percent (50%) of the employee's work is conducted outside the employee's assigned office or work area;~~
- ~~F. ( ) the employee is required to be contacted on a regular basis outside regular work hours;~~
- ~~G. ( ) the employee is required to be on call 24/7.~~

~~Administrators who are required to have a personally owned cell phone as a condition of their employment shall receive a monthly cell phone allowance ("allowance"), up to an amount approved annually by the Board to reimburse them for the costs associated with maintaining and using the personally owned cell phone for business purposes. Additionally, other staff members who believe that they meet the above identified criteria may apply for an allowance.~~

**~~Amount of the Allowance~~**

~~{ } The allowance shall consist of the following:~~

~~[ ] The Superintendent should use knowledge of each employee's duties (e.g., the projected number of minutes of monthly business-related calls, and whether the employee requires wireless Internet/data service) and budget considerations to determine the amount of monthly allowance to recommend to the Board for each employee. In determining the amount of the allowance to recommend to the Board, the Superintendent may take into consideration the cost of the basic equipment, whether wireless Internet/data service is needed, and the cost of the employee's monthly cellular telephone service plan.~~

~~In order to continue to receive the allowance, administrators are required to answer all business-related calls they receive on their/his/her cell phone and promptly respond to any messages. ( ) [Select this optional language if non-exempt employees (for Fair Labor Standard Act ("FLSA") purposes) receive the allowance. See Policy 6700.] In order to continue to receive the allowance, non-exempt employees are required to answer during their regular work hours all business-related calls on their/his/her personally owned cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their personally owned cell phone outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours. [END OF OPTION]~~

### **Allowance Is Not Considered Taxable Income**

~~Provided the employee maintains and uses his/her personally owned cell phone for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense—similar to mileage reimbursements—and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff members who receive an allowance are not required to submit a log documenting their business-related use of the cell phone; non-exempt employees, however, must comply with the timekeeping requirements set forth above. For determination of individual taxability, employees should check with their tax advisor.~~

### **Employee's Responsibilities**

~~The employee is responsible for choosing their/his/her cell phone, the voice and/or wireless data plan, and the service provider. Since the cell phone is the employee's personal property, the cell phone may be used for personal calls (see below concerning the making of personal calls during work time) and be combined or enhanced with other personal plans (i.e., the employee may also, at the employee's/his/her own expense, add extra services or equipment features, as desired). The employee is responsible for paying all monthly service charges in full and on time. The Board does not accept any liability for claims, charges, or disputes between the service provider and the staff member. Because the employee is personally responsible for the cell phone, any replacement for loss or damage will be at the expense of the employee. Such replacement or repair must be completed promptly and the Superintendent must be notified if the employee will not be available by the employee's/his/her cell phone for a period of time.~~

~~Employees should contact the vendor/carrier through which they purchased their cell phone and their cellular telephone service (including wireless Internet/data service, if applicable) for support.~~

~~[ ] Employees may contact the Educational Service Center's ("Center") IT Department/Support Staff for consultation on the type of equipment to purchase if they are obtaining wireless Internet/data service in order to enable e-mail and calendar support through the Center's servers (e.g., through Microsoft Exchange, Google Mail/Novell GroupWise, etc.) and to obtain assistance in setting up their device to connect to the Center's servers. The Center's IT Department/Support Staff will assist employees who have wireless Internet/data service with e-mail and calendar functionality.~~

### **Changing or Ending a Cellular Telephone Service Contract Early**

~~If prior to the end of a cellular telephone and/or wireless Internet/data service contract, a personal decision by the employee results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.~~

~~If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the employee's misconduct, or misuse of the cell phone, results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.~~

~~If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation. For example, if the employee is reassigned and/or the employee's/his/her duties are changed, and the cell phone is no longer needed for business purposes, if the employee does not want to retain the current contract, change or cancellation fees will be reimbursed by the Board.~~

~~an employee fails to keep current with this documentation requirement, the employees/he will be required to return the Board owned cell phone.~~

~~**{DRAFTING NOTE: SELECT ONE OF THE FOLLOWING}**~~

~~{ } If a personal call inadvertently occurs, restitution must be made to the Center.~~

~~{ } If the employee uses the Board owned cell phone for personal business,~~

~~( ) a prorated portion of that month's bill, which is related to the employee's personal use of the device, will be treated as compensation for the employee.~~

~~( ) the employee will be required to reimburse the Center for a prorated portion of that month's bill, which is related to the employee's personal use of the device.~~

~~**{END OF OPTIONS}**~~

~~The Board reserves the right to switch an employee to the cell phone allowance program if excessive calls are made or if required documentation is not submitted in a timely manner.~~

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Legal

R.C. 4511.204

I.R.S. Notice 2011-72 (effective December 31, 2009)

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
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**Revised Policy - Vol. 43, No. 1**

**7530.01 - BOARD-OWNED TECHNOLOGY RESOURCES USED FOR COMMUNICATION PERSONAL COMMUNICATION DEVICES**

**Version # 2**

The Governing Board will provide technology resources (as defined by Bylaw 0100) for communication purposes ("TR communication devices") personal communication devices ("PCDs") to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], ( ) telephone paging devices [e.g., beepers or pagers]), ( ) and/or other web-enabled devices of any type. TR communication devices PCDs are provided as tools to conduct Board business and to enhance business efficiencies. Board-owned cellular telephones ("cell phones") are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e., because some cellular telephone services plan are billed on a time-used basis, Board-owned cell phones should not be used if a less costly alternative method of communication is safe, convenient and readily available).

~~{DRAFTING NOTE: START OF FIRST SET OF OPTIONS — CHOOSE OPTION A OR OPTION B}~~

~~{ } {OPTION A} Option A~~

~~{SELECT ONE}~~

~~{ } The Superintendent will recommend and the Board will approve the staff members who will be issued a Board-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan.~~

The Superintendent shall designate those staff members who will be issued a Board-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan.

~~{END OF SELECTIONS}~~

The Superintendent ~~or his/her designee~~ is responsible for verifying:

- A. the need for each Board-owned cell phone and related service plan is clearly justified for Board business purposes;
- B. alternative solutions for work production and communication are considered;
- C. employees provided with cellular and/or wireless Internet/data service plans are notified of the purpose and limitations of usage;
- D. cellular telephone and wireless Internet/data service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;

that the provision of a cell phone and/or other TR communication device PCD to the above mentioned staff members serves a valid public purpose.

~~[ ] Accordingly, the individual employment contracts of these staff members ( ) (with the exception of bus drivers and ) shall affirm that the staff member shall be provided with a Board owned cell phone, describe the permissible and impermissible uses of that device, and describe the staff member's financial obligations, if any, for the service.~~

~~[END OF OPTION B]~~

~~[NOTE: END OF FIRST SET OF OPTIONS]~~

~~[ ] Board owned cell phones and/or their related service plans are to be used only to place calls, access the Internet, or receive/send e-mails, instant messages or text messages for Board business purposes.~~

~~[ ] Furthermore, Board owned cell phones are not to be used to place calls or send/receive e-mails, instant messages or text messages of a personal nature, or access the Internet for personal business.~~

Cellular and wireless Internet/data service plans are expected to be set at the minimum level that fulfills the business need for the position in question. The service plan that is selected for an employee should be the one that provides a combination of services including number of minutes, coverage, and local call zone most nearly matching the employee's recurring business needs as well as whether or not the service plan includes text messaging, instant message and/or e-mail capability, and ability to access the Internet. If the service plan is based on minutes used for calls made or includes a charge regarding e-mail or instant messages, the smallest plan available to accommodate the particular business need shall be utilized.

The Board shall approve the Superintendent's recommendation regarding the type and level of cellular telephone and wireless Internet/data service appropriate for each staff member listed above. In all cases, the Superintendent shall take the steps necessary to secure the most economical and responsible service available.

Thereafter, an annual review of the service plans available shall be made to determine if the Center's plans are the most economical and responsible available. Additionally, at least once annually, the Superintendent shall review the employee's actual usage (i.e., type and level of service) with the employee and, if warranted, authorize the acquisition of a different cell phone and/or selection of a different service plan that more nearly matches the employee's recurring business needs. Any such change in provider and/or necessary adjustments to individual staff member's device and/or service plan shall be presented to the Board for consideration and approval.

Possessing a Board-owned cell phone and/or other TR communication device PCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost effectiveness of their cell phone and/or TR communication device PCD use by utilizing assigned landline and/or designated computers as available and appropriate. Employees should know that using a cell phone to place calls outside the immediate area might result in roaming charges, in addition to long distance and regular charges, and that the Board is charged for both outgoing and incoming calls.

To In order to continue to be eligible to receive a Board-owned cell phone, staff members are required to answer all calls on the staff member's his/her Board-owned cell phone and promptly respond to any messages.

~~[X [Select this alternative language if non-exempt employee(s) (for Fair Labor Standard Act ("FLSA") purposes) receive Board owned cell phones or other TR communication devices PCDs. See Policy 6700.]~~ In order to continue to receive a Board-owned cell phone and/or other TR communication device PCD, non-exempt employees are required during their his/her regular work hours to answer all calls on their Board-owned his/her cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their Board-owned TR communication device PCD outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours.

#### **Safe and Appropriate Use of Board-Owned TR Communication Devices PCDs, Including Cell Phones**

Employee safety is a priority of the Board, and responsible use of Board-owned TR communication devices PCDs, including cell phones, requires safe use. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Employees may not use a TR communication device PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

## Use of Board-owned Cell Phones for Personal Calls

The Board recognizes that in rare circumstances it may be necessary for an employee to use a Board-owned cell phone for personal business. The Board generally prohibits such conduct as emphasized by this policy, but realizes there may be limited situations when such use is justified. Employees are advised not to take advantage of this provision ~~and that repeated use of a Board-owned cell phone for personal business will result in disciplinary action.~~

~~DRAFTING NOTE: START OF SECOND SET OF OPTIONS — CHOOSE OPTION A OR OPTION B}~~

### ~~[ ] [OPTION A] Option A~~

~~[ ] If unforeseen circumstances develop where employees must use their Board-issued cell phone for personal reasons (e.g., to let family know that the employee will be home late, etc.) it is up to the Superintendent or his/her designee to determine whether the employee should reimburse the Board.~~

~~[ ] Employees are responsible for maintaining a log/record of the telephone numbers dialed or calls received and/or e-mails, text messages or instant messages sent or received, and names of persons or businesses that were contacted, or who contacted the employee for personal reasons and provide a copy of the records to the \_\_\_\_\_.~~

The Board **or designee** will routinely audit the phone log/record provided by employees to confirm that no personal calls were made and/or to verify that the costs associated with any personal calls made by the employee (including the employee's pro rata share of the monthly service charge) are timely reimbursed to the Board, **if such calls create an additional charge. The Board reserves the right to withhold any unreimbursed amount from the employee's wages.**

~~[END OF OPTION A]~~

### ~~[ ] [OPTION B] Option B~~

~~[ ] Board-owned cell phones are a public resource and may be used for Board business only. Employees are advised to obtain and carry a personal communication device (e.g. cell phone) personally-owned cell phone for personal use at their own expense. Board-owned cell phones may not be used for personal uses, except in clearly urgent situations, when no other telephone is readily available, and the call is related to the conduct of official business. Thus, calls, e-mails, text messages, or instant messages home notifying family of the employee's whereabouts, etc. when required to work extended hours shall be considered business related. Such communications should be kept brief and to the point. Board-owned cell phones should not be misused for personal business. If an employee determines the need to make or receive a personal call on a Board-owned cell phone, or send or receive a text message, instant message or e-mail of a personal nature then the employee is required to pay the Board the full cost related to such activity, including the pro rata amount of the monthly service charge. Employees in such circumstances are responsible for generating their own log/record of personal communications made on the Board-owned cell phone, reviewing the monthly statement to differentiate between business-related and personal calls, and remitting the full amount owed for personal calls within thirty (30) days of the receipt of the monthly statement. The Board will engage in a mandatory monthly audit of the employee's records and the monthly statement to verify that reimbursements are both accurate and timely made, and to verify that the employee is charged the appropriate pro rata amount of the monthly service charge. Failure to reimburse the Board within the specified period may result in deduction of the amount due from the employee's paycheck, or final check upon termination of employment, or garnishment of wages if the employee has received a his/her final check upon termination of employment.~~

~~[ ] The Board reserves the right to withhold any unreimbursed amount from the employee's wages.~~

~~[ ] Employees will be expected to sign an agreement that allows the Board to deduct the cost of unpaid calls from the employee's paycheck.~~

~~[END OF OPTION B]~~

~~NOTE: END OF SECOND SET OF OPTIONS}~~

## Potential Disciplinary Action/Cancellation of Board-Owned **TR Communication Device** **PCD**

Violation of this policy may constitute just cause for disciplinary action, up to and including termination. Use of the Board-owned **TR communication device** **PCD** in any manner contrary to local, State, or Federal laws will constitute misuse, and will result in the Board canceling the employee's privilege to use the **TR communication device** **PCD** and requiring the employee to immediately return the device.

~~[ ] [OPTIONAL ADDITION]~~

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised STAFF USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
Status	1) Reading and Review
Adopted	May 22, 2013
Last Revised	November 5, 2024
Last Reviewed	November 20, 2024

**Revised Policy - Vol. 43, No. 1**

**7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCDs") (as defined in Bylaw 0100) has become pervasive in the workplace. ~~Regardless~~For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), ~~( )~~ telephone paging devices (e.g., beepers or pagers), ~~[NOTE: END OF OPTION]~~ and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the ~~Governing~~ Board pays ~~an~~ the employee an allowance for ~~the~~ ~~employee's~~his/her use of ~~their~~ PCD the device, the Board reimburses the employee on a per use basis for their business-related use of ~~the employee's~~his/her PCD, or the employee receives no remuneration for ~~the employee's~~his/her use of ~~their~~ PCD a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

**Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones/Smartphones**

~~NOTE: START OF FIRST SET OF OPTIONS — CHOOSE OPTION A AND/OR OPTION B OR OPTION C~~

~~[ ] [OPTION A~~

~~[ ] Employees whose job responsibilities include regular or occasional driving and the who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message, or e-mail, or browsing the Internet using a PCD while driving is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).~~

~~[ ] In situations where job responsibilities include regular driving and accepting of business calls, the employee should consider the use of hands-free equipment to facilitate the provisions of this policy.~~

~~[END OF OPTION A]~~

~~[ ] [OPTION B~~

~~[ ] Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using PCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.~~

**~~[ ] [OPTION B — [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V2]~~**

~~At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or his/her designee of all public records, student records, and ESI subject to a Litigation Hold that is maintained on Center technology resources that were provided by the Center (i.e. assigned) to the employee during their employmentthe employee's Board-owned PCD. The Center's IT department/staff will then transfer the records/ESI to an alternative storage device.~~

~~[ ] If the employee also utilized a personally owned PCD for work-related communications, and the device contains public records, students records, and/or ESI subject to a Litigation Hold, the employee must transfer the records/ESI to the Center's custody (e.g., server, alternative storage device) prior to the conclusion of the employee'shis/her employment. The Center's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the Center's custody, the employee is required to delete the records/ESI from the employee'shis/her personally owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the Center's custody and deleted from the employee'shis/her personally owned PCD before the Board will issue any final compensation that is owed to the individual employee.~~

**~~[END OF OPTION B]~~**

**~~[NOTE: END OF SECOND SET OF OPTIONS]~~**

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees from maintaining the following types of records and/or information on their **PCDS, including cellular telephones** ~~( ) PCDs ( ) cell phones~~:

- A.  social security numbers
- B.  driver's license numbers
- C.  credit and debit card information
- D.  financial account numbers
- E.  student personally identifiable information
- F.  information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G.  personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)
- H.  \_\_\_\_\_

If an employee maintains records and/or information on a **PCD, including a cellular telephone**, ~~( ) PCD ( ) cell phone~~ that is confidential, privileged, or otherwise protected by **State state** and/or Federal law, the employee is required to encrypt the records and/or information.

It is  required ~~( ) suggested~~ that employees lock and password-protect their PCDs when not in use.

Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

**Privacy Issues**

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

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R.C. 4511.204

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
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Last Revised	November 5, 2024
Last Reviewed	November 20, 2024

### **Revised Policy - Vol. 43, No. 1**

#### **7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Governing Board provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "Educational Service Center ("Center") Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, Center Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes **apps and services (as defined by Bylaw 0100)** ~~online educational services/apps~~ to enhance the instruction delivered to its students. The Center's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of Center Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the Center's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of Center Information & Technology Resources and students' personal communication devices ("**PCDS**") when they are connected to Center Information & Technology Resources, including **apps/services** ~~online educational services/apps~~, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using Center Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using Center Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access **apps/services** ~~online educational services/apps~~ and **other** resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of **apps/services** ~~online educational services/apps~~.

Students are responsible for good behavior when using Center Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

**DRAFTING NOTE: If language about social media is added to Policy 7540, it is recommended that the following optional language be added to this policy.}**

[X Students may only use Center Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

### **X Use of Artificial Intelligence/~~Natural Language Processing~~ Tools For School Work**

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (X) (See Policy 7540.09 - Artificial Intelligence ("AI")) **END OF OPTION**

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.
- B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.
- D. Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias, suggest additional topics, and ask questions to expand the student's thinking on a topic.
- E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

~~Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when~~

Cross References

po5500 - STUDENT CONDUCT

po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
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Adopted	June 10, 2008
Last Revised	November 7, 2024
Last Reviewed	November 20, 2024

**Revised Policy - Vol. 43, No. 1**

**7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Governing Board provides Educational Service Center ("Center") Information & Technology Resources (as defined by Bylaw 0100) (collectively, "Center Information & Technology Resources") to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for educational purposes only and utilizes apps and services (apps/services) (as defined by Bylaw 0100) online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The Center's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of Center Information & Technology Resources by principles consistent with applicable local, State, and Federal laws, and the Center's educational mission. This policy and its related administrative guidelines (X), **Policy 7544 and AG 7544, [END OF OPTION]** and any applicable employment contracts and collective bargaining agreements govern the staff's use of Center Information & Technology Resources and personal communication devices when they are connected to the Center's Information & Technology Resources, including apps/services online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 7530.02).

**[DRAFTING NOTE: Choose the option in the preceding paragraph if the Board adopts Policy 7544.]**

Staff members are prohibited from using Center Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because Center Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Staff members have no right or expectation to privacy when using Center Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

Staff members are expected to use Center Information & Technology Resources to promote educational excellence in our schools by providing students with the opportunity to develop resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and apps/services online educational services/apps will be guided by Board Policy 2520 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, Center Information & Technology Resources provide students and staff with the

In order to keep Center Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all Center-established cybersecurity procedures (X) including, but not limited to, the use of multi-factored authentication (MFA), for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

~~X~~ Staff will be assigned a Center-provided school e-mail address that they are required to use for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the Center. ~~[END OF OPTION]~~

~~[ ] With prior approval from the Superintendent or \_\_\_\_\_, staff may direct students who have been issued school assigned e-mail accounts to use those accounts when signing up/registering for access to various apps/services online educational services/apps, that the students will utilize for educational purposes under the teacher's supervision. [END OF OPTION]~~

Staff members are responsible for good behavior when using Center Information & Technology Resources - i.e., behavior comparable to that expected when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of Center Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guideline (X) and Policy 7544 and its accompanying guideline ~~[END OF OPTION]~~.

~~[DRAFTING NOTE: Choose the preceding option if the Board adopts Policy 7544.]~~

~~DRAFTING NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate following option to match that language]~~

~~[ ] Staff members may only use Center Information & Technology Resources to access or use social media if it is done for educational or business related purposes. [END OF OPTION]~~

~~[ ] Staff members' use of Center Information & Technology Resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline. [END OF OPTION]~~

~~[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]~~

~~X~~ An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Center's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal communication device. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. ~~[END OF OPTION]~~

### ~~X~~ Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence ("AI") and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy - e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to PII personally identifiable information, etc.).

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (X) (See Policy 7540.09 - Artificial Intelligence ("AI")) ~~[END OF OPTION]~~

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research

questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

**[END OF OPTION]**

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Center Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and **Technology Manager** as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Center Information & Technology Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting **PII** personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality and/or privacy laws related to the disclosure of student or employee **PII** personally identifiable information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

**[Cross-References:**

**po5500**

**po7540.03**

**po7540.09]**

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P.L. 106-554, Children's Internet Protection Act of 2000

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

47 C.F.R. 54.500 - 54.523

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

Cross References

po5500 - STUDENT CONDUCT

po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book Policy Manual  
Section Vol. 43, No. 1 - October 2024 CO  
Title Vol. 43, No. 1 - October 2024 New ARTIFICIAL INTELLIGENCE ("AI")  
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**New Policy - Vol. 43, No. 1**

7540.09 - **ARTIFICIAL INTELLIGENCE ("AI")**

The Governing Board recognizes the positive impact that artificial intelligence ("AI") technology may have in the Educational Service Center's ("Center") educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the Center's mission, goals, and operational integrity.

Any use of AI technology in the Center's educational program or operations must be in accordance with State and Federal law as well as Board policies ~~( ) including, but not limited to, the following: ( ) Policy 2264 – Nondiscrimination on the Basis of Sex in Education Programs or Activities [END OF OPTION] [DRAFTING NOTE: Only select the preceding Option if the 2024 Title IX regulations are in effect in your jurisdiction and your Board has adopted Policy 2264];~~ Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 5136 - Personal Communication Devices; Policy 5500 – Student Conduct; Policy 7540.03 – Student Technology Acceptable Use and Safety; Policy 7540.04 – Staff Technology Acceptable Use and Safety; Policy 8330 – Student Records; Policy 8350 - Confidentiality; and Policy 8351 - Security Breach of Confidential Databases. ~~[DRAFTING NOTE: Confirm and Select as Needed] [END OF OPTIONS]~~

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

**{Cross-References:  
po5500  
po7540.03  
po7540.04}**

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Cross References po5500 - STUDENT CONDUCT  
po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY  
po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Book	Policy Manual
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Last Revised	November 7, 2024
Last Reviewed	November 20, 2024

**Revised Policy - Vol. 43, No. 1**

**8310 - PUBLIC RECORDS**

The Governing Board is responsible for maintaining the public records of this Educational Service Center ("Center") and to make such records available to residents of Ohio for inspection and reproduction (X) in strict adherence to the State's Public Records Act-~~END OF OPTION~~.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Center. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, educational support services data as defined by R.C. 3319.32, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including, but not limited to personnel records, personnel files, ~~or staff directories~~ and ~~or student records~~, shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

The Center's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The Center's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the Center to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the Center to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the Center's Record Officer cannot reasonably identify what public records are being requested, the Center Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the Center and accessed in the ordinary course of business. The request for records need not be in writing. The requestor shall not be required to provide their/his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the Center promptly following the receipt of the request. If the request for records was in writing, the acknowledgment by the Center shall also be in writing.

Nothing in this policy shall be construed as preventing a Board member, in the performance of **the Board member's** his/her official duties, from inspecting any record of this Center, except student records and certain confidential portions of personnel records.

A Center Records Commission shall be established consisting of the Board President, Treasurer/**CFO**, and Superintendent of Schools in accordance with law to judge the advisability of destroying Center records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to Center employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

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Legal	R.C. 9.01, 102.03(B), 111.41, 111.42, 111.43, 111.46, 111.47, 111.99 R.C. 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26 R.C.3319.32, 3319.321 20 U.S.C. 1232g 29 C.F.R. Part 1635 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
Cross References	po5780 - STUDENT/PARENT RIGHTS

Book	Policy Manual
Section	Vol. 43, No. 1 - October 2024 CO
Title	Vol. 43, No. 1 - October 2024 Revised PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160
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**Revised Policy - Vol. 43, No. 1**

**9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Governing Board welcomes and encourages members of the community to attend athletic and other public events held by the schools in the Educational Service Center ("Center"). Due to the need to maintain order and preserve the facilities of the Center during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. Center administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave Center property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

For all school-affiliated events where admission is charged, cash shall be accepted as a method of payment. If concessions are offered, there will be at least one (1) concession stand that will accept cash. If concessions are sold on multiple floors, then at least one (1) location on each floor will accept cash. **The cost of admission for school-affiliated events shall not vary based on payment method, except that the Center may charge a processing fee for any ticket purchased online or by credit card. The cost of admission for a student enrolled in any school participating in the school-affiliated event shall be less than the cost of admission for an adult at the same event.** Persons who receive cash at designated collection points will deposit the cash with the Treasurer/CFO on the next business day of receipt in accordance with **Board** Policy 6600.

~~**[ ] No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed ( ) at any function sponsored by the Center ( ) at any function occurring on Board property. [END OF OPTION]**~~

~~**[X] Raffles and similar forms of fund-raising by Center-related organizations may be permitted by the Superintendent in accordance with Board Policy 9211 - Educational Service Center Support Organizations and Board Policy 9700 - Relations with Special Interest Groups. [END OF OPTION]**~~

No qualified person with a disability will, because the Center's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the Center will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Center is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.