

HEALTH AND SAFETY POLICIES

400 GENERAL HEALTH AND WELFARE

- 401 Health Services
- 402 Use of Medications Policy
- 403 Use of Inhaler/Epinephrine Autoinjector
- 404 Health Examinations and Immunizations
- 405 Emergency Medical Procedures
- 406 Emergency Medical Authorization
- 407 Control of Communicable Diseases
- 408 Prevention and Control of Non-Casual-Contact Communicable Diseases
- 409 Control of Blood-Borne Pathogens
- 410 Head Lice Infestation
- 411 Infectious Disease Policy
- 412 AIDS Policy
- 413 Peanut or Other Food Allergies
- 414 Bed Bug Infestation
- 415 Use of Animals in the Classroom or on School Premises

420 PERSONAL SAFETY

- 421 Dangerous Weapons
- 422 Public Conduct on School Property
- 423 Facility Security
- 424 Emergency Preparedness and Evacuation
- 425 Use of Equipment
- 426 Accidents to Students
- 427 Visitors, Volunteers and Guests
- 428 Bomb Threat Policy
- 429 Crisis Media Situations

440 ENVIRONMENTAL HEALTH AND SAFETY

- 441 OSHA Compliance/Risk Reduction Programs
- 442 Property, Equipment and Supplies
- 443 Hazard Communication Program
- 444 Toxic Hazards and Asbestos Hazards
- 445 OSHA Regulations Exposure Control Plan
- 446 Prevention of Lead Poisoning
- 447 School Safety Plan
- 448 School Health and Safety Network Inspections

450 FOOD SAFETY

- 451 Food Services
- 452 Free and Reduced-Price Meals
- 453 Wellness Policy
- 454 Hand Washing Policy
- 455 Food Sale Standards Policy

SECTION 400

GENERAL HEALTH AND WELFARE

Prior to November 1 of the school year in which a child is enrolled for the first time in either kindergarten or first grade, the child shall be screened for disorders in hearing, vision, speech and communication, for general health or medical problems, and for developmental disorders. This screening, or any of its elements, may be provided directly by the School or by contract with another person or governmental entity. The School may also establish a list of approved providers of screening services and request the parents to utilize one of these providers.

Prior to August 1, the parents or guardians of any child entering school for the first time must be provided with information about the screening program. If the School has determined that screening is to be obtained by the parents or guardians, it must prepare a list of providers together with information about screening services available in the community to those who cannot afford them. A parent or guardian may reject the requested screenings by signing a written statement to the effect that he/ she does not wish to have his/ her child screened.

If the results of any health screening reveal the possibility of special learning needs, the School is required to conduct further assessment in accordance with Ohio's handicapped education laws.

R.C. §§ 3313.673; 3314.03.

402 Use of Medications Policy

The School shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, and, only if a physician's request is completed. In the case of an emergency, only the custodial parent can authorize treatment or designate alternative individuals to make those decisions in his or her absence. However, if all reasonable measures to contact the custodial parent and his/her designees have failed, the School may seek authorization from an involved non-custodial parent (i.e. a parent who has rights of unsupervised visitation with the child).

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

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

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

Only Staff Members who are licensed health professionals or who have completed a Board-approved drug administration program conducted by a licensed health professional, may administer to a student a drug prescribed for the student. They may also assist a student with self-administration of medications by doing the following (1) remind the student when it is time to take a medication and observe to ensure that the student follows the directions on the container; (2) assist the student in the self-administration of medication by taking the medication in its container from the area where it is stored and handing the container with the medication in it to the student; (3) assist upon request by or with the consent of, a physically impaired but mentally alert student, in removing oral or topical medication from the container and in taking or applying the medication. If a staff member is physically unable to place a dose of medicine in a student's mouth without spilling or dropping it, an unlicensed staff member may place the dose in another container and place that container to the mouth of the student.

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

body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs, and the nurse/Staff Member has completed any and all necessary training.

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

R.C. 3313.711; 3313.712; 3313.713; OAC 4723-13-04.

y.

Use of Inhaler/Epinephrine Autoinjector

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

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

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

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

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

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

Students enrolled in the School are required to have, at the time of initial entry into School and at the beginning of each School year thereafter, written evidence on file that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, chicken pox and rubella, as required by Ohio law and applicable Ohio Department of Health regulations and guidelines (collectively “Laws”). Adequate written evidence of such required immunizations shall consist of: (1) a signed physician’s statement indicating that the Student has received the required immunizations, including the immunizations received and the date of receipt; or (2) a signed statement by the Parent indicating that the Student has received the required immunizations, including the immunizations received and the date of receipt. In the case of a Parent’s statement, the Head of School, in his/her sole discretion, may require any other evidence as s/he believes is needed to determine compliance with this policy including, but not limited to, a physician’s statement.

No student may remain in School for more than fourteen (14) days after initial admission or, for a student not being initially admitted, more than fourteen (14) days after the beginning of the school year unless: (1) the student has received the required immunizations or the student is “in the process” of receiving the required immunizations, as defined in Laws and (2) the Student’s Parent has submitted adequate written evidence of the required immunizations as set forth in this policy. Students who do not comply with this policy and any other immunization requirements of Laws, shall be excluded from School no later than the fifteenth day after admission or, for students not being initially admitted, no later than the fifteenth day after the beginning of the school year.

Any Student who is admitted or commences a school year who is “in the process” of receiving the required immunizations, pursuant to Laws, and who does not complete the required immunizations, shall be excluded from School no later than the fifteenth day of the following school year.

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

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

1. A Parent may present a written statement to the Head of School of objection to immunization for good cause, including religious convictions.
2. A Parent may present a written statement signed by a physician certifying that certain or all required immunizations are medically contraindicated.
3. A Parent may present a written statement from the Parent or physician that the student has a history of measles (rubeola), mumps, and/or chicken pox and need not be immunized against the disease(s) for which the history so exists.
4. Pursuant to Ohio Department of Health regulations and guidelines, a parent may present laboratory testing results signed by a physician demonstrating that detectable rubella

antibody is present in the Student and the Student need not be immunized against German measles (rubella).

5. Any other circumstances required by the Laws.

The Head of School may require any other evidence s/he believes is needed to consider a request for exemption, and in his/her sole discretion may determine whether to grant an exemption to required immunizations.

The School may deny admission to a Student otherwise exempted from the chicken pox immunization requirement, if the Head of School of the State Department of Health (“DH”) notifies the School’s Head of School that a chicken pox epidemic exists in the School’s population. The denial of admission shall cease when the DH notifies the Head of School that the epidemic no longer exists. The academic standing of a Student who is denied admission during a chicken pox epidemic may be preserved in accordance with the admission, testing and other policies of the School and subject to Head of School and Board approval.

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

405 Emergency Medical Procedures

Serious Illness Requiring Medical Attention

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

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

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

406 Emergency Medical Authorization

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

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

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

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to take standard safety precautions, follow the procedures described in the Emergency Medical Procedures policy (policy no. 405), and are not to abide by any “Do Not Resuscitate” (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

407 Control of Communicable Diseases

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

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

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

On the recommendation of a physician or a nurse, a teacher may exclude from the classroom and the Principal or his/her designee may exclude from the building or isolate in the School, any student who appears to be ill or has been exposed to a communicable disease.

The School shall:

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

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

For purposes of this policy, these diseases shall include:

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

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

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

409 Control of Blood-Borne Pathogens

The School seeks to protect those Staff Members who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties at the School.

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

When a suspected case of head lice is brought to the Principal or his/her designee's attention, the student will be examined to determine whether the child is indeed infected. When the examination positively notes the presence of head lice and/or nits (lice eggs) in the scalp and hair, the following procedures will be observed.

1. Parents will be informed of the infestation and of immediate exclusion from classes. The parents will be advised to immediately remove their child from school for proper pediculicide treatment.
2. A copy of the first letter and the informational sheet will be shared with the parent upon arrival to pick up their child(ren). They should be encouraged consult with their medical advisor regarding proper treatment(s) of the problem.
3. Inform the parent that the child(ren) may return to school only after the treatment has been completed and all evidences of head lice and/or live or dead nits have been eliminated.
4. When the child has been treated and is ready to return to school, the Principal or his/her designee or school nurse shall again examine the child to see that the child is free of lice or nits. If the child is nit free, he/she may attend classes. If the child is not nit free, the child will be sent back home with the parents.
5. A second letter will be given to the parents if their child(ren) are not nit free. They will be advised that another treatment and combing must be performed. When the child is free of nits, he/she may again be admitted to class.
6. Parents shall be advised to:
 - a. examine the head and scalp behind each ear and at the nape of the neck daily for the next ten (10) days;
 - b. administer a second shampooing after six (6) days to eliminate nits which may have incubated since the first shampooing; and
 - c. follow the prescribed shampooing directions precisely.
7. If brothers or sisters attend School, the Principal or his/her designee or school nurse shall also check their scalps and hair to look for possible infestation.
8. When positive infestation is found in a classroom, the rest of the class will be examined by the Principal or his/her designee or school nurse to note possible presence of lice or nits.
9. When three or more of any classroom have been observed to be infested, the Principal or his/her designee shall send the informative materials home with each class member.

411 Infectious Disease Policy

Viral infections may be present in human blood or other bodily fluids. Therefore, the following routine procedures should be used when providing care that will expose the care giver to human blood, bodily fluids and excrement. These procedures are necessary to safeguard against caretaker infection and the spread of infection within the classroom environment.

1. The caretaker should observe good hand washing after any exposure to blood, bodily fluids and/or before caring for another child.
2. Disposable gloves must be worn to protect against possible open lesions on the caretaker's hands.
3. Any open lesion on the child's body must be covered.
4. Any pregnant caretaker should wear a surgical mask when providing care involving exposure to a child's excrement.
5. Surfaces soiled with blood, urine, feces, vomits, etc., must be thoroughly washed with soap and water and then be disinfected with the disinfectant agent provided (MATAR or its equivalent). Use per manufacturer's recommendation.
6. Personnel cleaning the spill must wear disposable gloves and wash hands thoroughly after removal of contaminated gloves.
7. Mops and towels must be thoroughly rinsed in the disinfecting agent and properly stored if they are to be reused. If further use will not occur, they must be properly double bagged and disposed with other waste materials.

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

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

Educational Commitment

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

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

413 Peanut or Other Food Allergies

The School recognizes that food allergies, in some instances, may be severe and even life threatening. The School has adopted this policy to create a framework for accommodating students with peanut and other food allergies and to reduce the likelihood of severe allergic reactions of students with known food allergies while at School.

Parent/Student Responsibility

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

School Responsibility

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

R.C. 3313.719

Bed Bug Infestations

When a suspected bed bug is found on a Student or their belongings, the “Head administrator title MC» or his/her designee shall follow these guidelines:

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

- Suggest clean, freshly laundered (on high heat setting) and sealed change of clothing be sent to School (as long as needed).
 - Send only essential items to School with the Student and inspect items upon arrival at School. If possible, the School could offer to keep non-essential items overnight to help ensure the items are bed bug free.
 - Suggest keeping School items sealed in a plastic bag or tote at home and limit items going back and forth from home to School until infestation is treated.
8. Ongoing pest management should be overseen by the School principal or designee.
9. When the decision is made that pesticides are going to be applied at the School for the control or prevention of bed bugs, the School should verify that their employee, or the pest control company hired, is properly licensed to apply pesticides. A list of licensed pest control companies and applicators can be found at www.agri.ohio.gov/apps/odaprs/pestfert-PRS-searchindex.aspx. Ask the company, “What is your experience with bed bugs?” (Bug bombs are not effective.)
10. Vacuuming procedures to follow where bed bugs are found:
- Vacuum affected areas where bed bugs are found during normal after-School cleaning schedule, including floor and baseboards.
 - Sprinkle about ¼ to ½ cup of talcum powder on the last section of floor to be vacuumed.
 - Remove the bag and place in a tightly sealed plastic garbage bag for disposal.
 - Do not use the same vacuum bag if moving to an uninfested area.

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

415 Use of Animals in the Classroom or on School Premises

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

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

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

SECTION 420

PERSONAL SAFETY

421 Dangerous Weapons

Any visitor found possessing a weapon or other device designed to inflict serious bodily harm on School premises or on property being used by the School for School purposes may be charged with a felony. This restriction applies to visitors licensed to possess firearms unless serving as an authorized security officer.

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

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

20 USC 7151; R.C. 2923.122.

422 Public Conduct on School Property

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

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

423 Facility Security

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

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

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

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

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

See also Policy No. 428 Bomb Threat Policy, Policy No. 424 Emergency Preparedness and Evacuation and Policy No. 447 School Safety Plan.

424 Emergency Preparedness and Evacuation

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

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

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

All bomb threats shall require the immediate evacuation of the school building or location threatened. (See Policy No. 428 Bomb Threat Policy).

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

1. a plan for the prompt and safe evacuation of any School building which shall be practiced monthly in fire drills conducted in accordance with law.
2. the designation of appropriate locations to shelter students in case of tornado;
3. procedures for the safe dispersal of students from School property and, if necessary, a plan for the sequestration of students in a safe place other than the School;
4. design of a communications system;
5. instructions in safety precautions to be taken in case of tornado alert or warning;
6. procedures to follow whenever any employee becomes aware of an emergency or impending emergency; and
7. cooperation with such local officials and agencies such as the fire marshal and law enforcement.

425 Use of Equipment

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

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

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

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

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

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

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

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

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

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

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

R.C. 109.575

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

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

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

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

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

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

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

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

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

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

SECTION 440

ENVIRONMENTAL HEALTH AND SAFETY

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

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

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

442 Property, Equipment and Supplies

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

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

443 Hazard Communication Program

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

The Program includes the following objectives:

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

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

Container Labeling

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

Containers are clearly labeled as to the contents

Appropriate hazard warnings are noted

The name and address of the manufacturer is listed

The responsibility for label verification has been assigned to the Principal or his/her designee. To further ensure that employees are aware of the hazards of material used it is the School's policy to label all secondary containers.

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

Material Safety Data Sheets (MSDS)

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

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

MSDS will be reviewed for completeness by the Principal or his/her designee. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. MSDS will be available to all employees in their work area for review. If MSDS are not available or new

hazardous substance(s) in use do not have MSDS, please contact the Principal or his/her designee immediately.

Staff Information and Training

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

An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the Regulation.

How to lessen or prevent exposure to these hazardous substances through usage of control plans, work practices and personal protection equipment.

Steps the School has taken to lessen or prevent exposure to these substances.

How to read labels and review MSDS to obtain appropriate hazard information.

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

Hazardous Substances

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

Hazardous Non-Routine Tasks

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

This information will include:

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

42 U.S.C. 9601 et seq.; OAC 3701-54

The School is concerned for the safety of the students and staff members and will comply with applicable Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of School officials or from the presence of asbestos materials used in previous construction.

Toxic Hazards

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board appoints the Principal or his/her designee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will conduct a training program for all School employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the School's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

Asbestos Hazards

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

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

The Principal or his/her designee shall appoint a person to develop and implement the School's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

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

Nothing in this policy should be construed in any way as an assumption of liability by the School or by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the School, the Board or its officers and staff or employees.

20 U.S.C. 4011 et seq.
15 U.S.C. 2641 et seq.
42 U.S.C. 9601 et seq.
ORC 4167.01 et seq.

These guidelines suggest procedures designed to help employees comply with OSHA Regulations. Personnel within each job category should be trained in and will be responsible for practicing these procedures in the event of exposure to blood and/or to bloody body fluids spills.

Custodians

1. List of equipment to include:

Appropriate cleaning supplies and equipment;

Equipment for handling broken glass and other sharps;

Personal protective equipment to be worn when bloody body fluid spills are handled.

Procedures for area clean up which includes:

Assessment of spill problem

Utilization of appropriate personal protective equipment

Method of disposal of bloody waste in Biohazard labeled bag

Degloving procedure and hand washing

Disposal of Biohazard bagged waste

Written report of exposure to bloody body fluids to supervisor*

Medical evaluation of personal exposure to bloody body fluids to begin within two (2) hours of actual exposure

*Personal Exposure to Bloody Body Fluids includes splash of blood or bloody body fluid into the eye(s) or mouth, or, exposure to blood or bloody body fluid or bloodied cleaning products through broken skin (i.e. cut, abrasion, puncture).

Van, Bus Driver and Bus Aides

List of equipment to include:

Appropriate cleaning materials (may be a specific spill kit so designed)

Personal protective equipment available for handling bloody body fluid spills (may be included in the spill kit so designed for this purpose)

Procedure for bloody body fluid spill clean up includes:

Assessment of injury/body fluid spill

Utilization of appropriate personal protective equipment

Procedure for cleaning with appropriate materials

Method of disposal of bloody waste in Biohazard labeled bag

Degloving and hand washing

Disposal of Biohazard bagged waste when bus routings completed

Written report of bloody body fluid spill on the bus to supervisor

Routine check of Bloody Body Fluid Spill Kit by driver prior to each bus route

Written report to supervisor if personally exposed to bloody body fluid

Medical evaluation of personal exposure to bloody body fluids to begin within two (2) hours of actual exposure

* Personal Exposure to Bloody Body Fluids includes splash of blood or bloody body fluid into the eye(s) or mouth, or, exposure to blood or bloody body fluid or bloodied cleaning products through broken skin (i. e. cut, abrasion, puncture).

Food Service Workers, if applicable

1. List of equipment includes:

Appropriate First Aid supplies and their location(s)

Appropriate cleaning materials

Personal protective equipment available for handling bloody body fluid spills (i. e. gloves, gauze squares, absorbent materials, etc.)

Procedure for handling bloody body fluid spill(s) include(s):

Assessment of injury/body fluid spill

Utilization of appropriate personal protective equipment

Procedure for First Aid in handling the injury/body fluid spill

Procedure for cleaning with appropriate materials if authorized

Method of disposal of bloody waste in a Biohazard labeled bag

Degloving and hand washing

Disposal of Biohazard bagged waste materials

Procedure for written injury/accident report to supervisor

Report to supervisor if personally exposed to bloody body fluids

Medical evaluation of personal exposure to bloody body fluid to begin within two (2) hours of actual exposure.

* Personal Exposure to Bloody Body Fluids includes splash of blood or bloody body fluid into the eye(s) or mouth, or, exposure to blood or bloody body fluid or bloodied cleaning products through broken skin (i. e. cut, abrasion, puncture).

Health Care: First Responders

This category of personnel includes those designated in the School's policies, procedures, administrative guidelines, etc.

1. List of equipment includes:

Appropriate First Aid supplies and their location(s)

Appropriate cleaning materials

Personal protective equipment available for handling bloody body fluid spills (i.e. gloves, gauze squares, absorbent materials, etc.)

Sharps container

Procedure for handling bloody body fluid spill(s) include(s):

Assessment of injury/body fluid spill

Utilization of appropriate personal protective equipment

Procedure for First Aid in handling the injury/body fluid spill

Procedure for safe transfer of injured person to First Aid station

Procedure for cleaning with appropriate materials if so authorized to perform

Method of disposal of bloody waste in a Biohazard labeled bag

Procedure for storage and disposal of sharps

Procedure for sanitizing equipment and sharps containment utilized

Degloving and hand washing

Disposal of Biohazard bagged waste materials

Procedure for written injury/accident report to supervisor

Report to supervisor if personally exposed to blood fluids*

Medical evaluation of personal exposure to bloody body fluids to begin within two (2) hours of actual exposure.

Establish and maintain a sharps injury log for recording of percutaneous injuries from contaminated sharps.

Annual Review and Update

The School shall take into account innovations in medical procedure and technological developments that reduce the risk of exposure to bloodborne pathogens; and document annually, consideration and implementation of appropriate commercially-available, and effective safer devices. The School shall also solicit and document input from School personnel responsible for patient care, who are potentially exposed to injuries from contaminated sharps in the identification evaluation and selection of effective engineering and work practice controls, and should document the solicitation in the Exposure Control Plan.

- Personal Exposure to Bloody Body Fluids includes splash of blood or bloody body fluid into the eye(s) or mouth, or, exposure to blood or bloody body fluid or bloodied cleaning products through broken skin (i.e., cut, abrasion, puncture).

29 CFR §1910.1030

446 Prevention of Lead Poisoning

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

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

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

R.C. Chapter 3742.

The School will develop and adopt a comprehensive School safety plan for each School building under its control. In accordance with Ohio law, the School will examine the environmental conditions and operations of the building(s) to determine potential hazards to student and staff safety and propose operating changes to prevent dangerous circumstances. Community law enforcement and safety officials, parents, and School employees will be involved in developing the plan.

The Board shall incorporate into the plan both of the following: (1) a protocol for addressing serious threats to the safety of School property, students, employees, or administrators; and (2) a protocol responding to any emergency events that occur and compromise the safety of School property, students, employees, or administrators. Each protocol shall include procedures deemed appropriate by the Board for responding to threats and emergency events, respectively, including such things as notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance, and informing parents of affected students.

Prior to the opening day of each School year, the Board shall inform each student enrolled in the School and the student's parent of the parental notification procedures included in the protocol.

The plan shall be updated at least every three years, and more often if a major modification to the School building necessitates changes in the plan's procedures. A copy of the plan along with a copy of the School building floor plan will be filed with the each law enforcement agency having jurisdiction over the School building(s), as well as with the Attorney General. Upon request, the plan will be filed with the fire department serving the political subdivision in which the building is located.

The School will grant access to School buildings so that law enforcement personnel may hold emergency response training sessions. The training sessions must occur outside of student instructional hours and an employee of the School must be present during the sessions.

R.C. 3737.73(D); 3313.536; 3314.03(A)(11)(d).

448 School Health and Safety Inspections

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

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

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

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

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

SECTION 450

FOOD SAFETY

451 Food Services

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

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

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

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

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

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

The School shall provide eligible needy students with breakfast and/or lunch at a reduced rate or no charge to the student. Children eligible for free or reduced-price meals shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Principal or his/her designee as the responsible party to determine the eligibility of students for free and reduced rate meals.

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

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

42 USC §1751.

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

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

Nutrition Promotion and Education Goals

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

Physical Education and Activity Goals

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

Other School Based Activities

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

Nutrition Guidelines

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

Implementation and Evaluation

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

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

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

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

School Food Authorities

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

- Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
- Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that are permitted for such use by an effective Food Contact Substance Notification.
 - Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

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

Corrective Action:

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

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

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

455 Food Sale Standards Policy

Through its food service program, the Board encourages students to form healthy eating habits by governing the types of food and beverages sold in the School and the time and place at which each type of food and beverage is sold. These standards are based on the following guidelines.

1. The types of food and beverages sold in the School are determined by their potential to contribute significantly to the:
 - A. daily nutritional needs of students, consistent with the guidelines established by the U. S. Department of Agriculture;
 - B. provisions of the School student wellness program (See Wellness Policy); and
 - C. nutritional guidelines established by State law.
2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting a plan:
 - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on the School premises in compliance with State law; and
 - B. specifying the time and place each type of food or beverage may be sold.
3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:
 - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the School may not be operated during the school lunch period. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.
 - B. Bake sales and other school fundraising activities involving food and beverage items may not be held during the school lunch period.
4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs. Separate standards may be established for the types of food and beverages to be sold to Staff Members and for special or extracurricular events.

R.C. 3313.814; R.C. 3313.816; OAC 3301-91-09.