

Book

Policy Manual

Section

Please Complete

Title

Vol. 42, No. 1 - August 2023 Revised EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

Code

po4120.08

Status

Adopted

August 20, 2020

Revised Policy - Vol. 42, No. 1

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

The Board of Education 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 **(x)** may be members of the District's **(x)** classified staff **(x)** support staff **(x)** or individuals from the community or nearby areas. **[END OF OPTIONS]**

The Board authorizes the Superintendent to **(x)** 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.

x] 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 District.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (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 District 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.

Legal

A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01

R.C. 3313.53, 3319.291, 3319.303, 3319.36, 3319.39

Last Modified by Robert Britton on December 18, 2023

Book

Policy Manual

Section

Please Complete

Title

Vol. 42, No. 1 - August 2023 Replacement PROCUREMENT AND USE OF NALOXONE (NARCAN) IN EMERGENCY SITUATIONS

Code

po5330.05

Status

Replacement Policy - Vol. 42, No. 1

5330.05 - PROCUREMENT AND USE OF NALOXONE (NARCAN) IN EMERGENCY SITUATIONS

[DRAFTING NOTE: The issue of opioid abuse is a serious concern for every community and school district in Ohio. With the passage of legislation in 2023 through HB (558), government agencies, including public school boards, are authorized to purchase, possess, distribute, dispense, personally furnish, sell, or otherwise obtain or provide the overdose reversal drug Naloxone, also known by the brand name Narcan. In addition to this authorization, the law also provides additional liability protection for agencies that elect to store and administer Narcan. The law states that if the agency or individual who stores or administers Naloxone does so in good faith, they are not subject to administrative action or criminal prosecution and are not liable in a civil action for injury, death, or loss to person or property for an act or omission that arises from doing the same. The law further declares that a person or government entity is not liable for or subject to damages in civil action, criminal prosecution, or professional disciplinary action for dispensing or personally furnishing Narcan. The liability provisions in the law declare that they are not intended to limit, eliminate, or reduce any other immunity which currently exists. This would include statutory immunity which already provides broad protection for public school districts under chapter 2744 of the revised code.

Neola has drafted policy language structured as a guide for districts that elect to store and train staff or volunteers to administer the drug. It remains NEOLA's recommendation that school districts actively engage in discussions with local law enforcement, emergency response personnel, local medical authorities, and District legal counsel before adopting the policy to fully understand the benefits and risks which might be involved in storing and administering the drug.]

In accordance with State law, the Board of Education shall procure Naloxone, also known by the brand name Narcan, for use in emergency situations. The Board has determined that it is in the best interests of its students and employees to have Naloxone available to be administered, if necessary, by appropriately trained employees, volunteers, or contractors who have been authorized by the Board to administer Naloxone to an individual who is apparently experiencing an opioid-related overdose. Therefore, the Board adopts this policy to govern the handling and administration of Naloxone consistent with the following processes, procedures, and limitations.

Each (x) school () designated building [END OF OPTION] in the District shall have at least two (2) authorized employees, volunteers, or contractors who have been trained in the appropriate use and administration of Naloxone. The training shall be done in a manner that has been approved by the school nurse or other designated medical professional. Only a nurse employed or contracted by the District or an appropriately trained school employee, volunteer, or contractor may possess and administer Naloxone.

Obtaining and Storing Naloxone

The Naloxone will be obtained from a pharmacist or other authorized distributor of the drug. Each ☒ school ☐ building [END OF OPTION] in the District shall possess at least one (1) package of Naloxone on site and shall store the drug in accordance with the manufacturer's or distributor's instructions. The drug must remain in its original manufacturer's packaging at all times, and the packaging must contain the manufacturer's instructions for proper use.

The Board will store a written copy of instructions regarding the emergency administration of the drug as well as the District's protocols for responding to a potential overdose in the same location as the drug is stored. The protocols will include a requirement that ☒ emergency services be contacted as soon as practicable after each administration of Naloxone ☐ emergency services be contacted prior to administration of Naloxone ☐ and the police or school resource officer ☐ and at least one (1) other staff member be present before the drug is administered [END OF OPTION].

A dose of Naloxone will be replaced at least ☒ every six (6) months ☐ annually or on the expiration date listed by the manufacturer, whichever occurs first [END OF OPTIONS]. It shall be the responsibility of the school nurse/health monitor [insert person or position] to be sure that the supply of Naloxone is maintained at the appropriate level and that the supply of Naloxone has not expired.

Administration of Naloxone

Naloxone is available in a single-dose nasal spray and is designed for nasal administration only. Naloxone may be administered by a school nurse or a trained school employee, volunteer, or contractor to a student or other individual on school grounds who is believed to be experiencing an opioid-related overdose. The school nurse/health monitor [insert person or position] shall be responsible for coordinating the training of District employees to administer the Naloxone and maintaining the list of employees authorized to administer Naloxone.

An opioid-related overdose is a condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death that results from the consumption or use of an opioid or another substance with which an opioid was combined. Signs of an overdose include loss of consciousness where a person cannot be woken up, breathing very slowly, making gurgling sounds, or not breathing at all, and lips appearing blue or gray in color. Individuals designated to administer Naloxone will receive training to identify when an individual may be experiencing an opioid-related overdose.

An individual who administers the drug will document the incident on the designated form in accordance with administrative guidelines.

Whenever a school employee, volunteer, or contractor administers Naloxone to a student, the school nurse/health monitor [insert title of employee] shall promptly notify the student's parent/guardian and will encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.

In accordance with Ohio law, the Board, and its members, employees, volunteers, and contractors who act in good faith are not liable in a civil action for damages or subject to prosecution in any criminal proceeding or professional disciplinary action resulting from injuries arising from any acts or omissions associated with procuring, maintaining, accessing, or using naloxone in emergency situations in accordance with this policy and AG 5330.05.

R.C. 3715.50, 3715.504, 4729.541

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Section

Vol. 42, No. 1 - August 2023

Title

Vol. 42, No. 1 - August 2023 Revised EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

Code

po3120.08

Status

Adopted

March 25, 2004

Last Revised

November 17, 2022

Revised Policy - Vol. 42, No. 1

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the 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 (**x**) may be members of the District's (**x**) classified staff (**x**) support staff (**x**) or individuals from the community or nearby areas [END OF OPTIONS].

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

Pursuant to R.C. 3319.303 and accompanying regulations, an individual who does not hold a valid educator license is required to obtain a Pupil Activity Permit issued by the State Board of Education to serve as a coach or activity sponsor, regardless of whether the activity involves athletics, regular physical activity, or any special health and safety considerations.

To be employed by the Board, each coach or activity sponsor shall hold a valid Pupil Activity Program Permit as required by law, 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.

In accordance with Policy 3120, no staff member, coach, or activity sponsor 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.

x] 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 District. **[END OF OPTION]**

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

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 District 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.

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations for the performance of the individual's official duties or as a supplement to their compensation from the Board.

No individual serving as a volunteer for co-curricular/extra-curricular activities may accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations for the performance of their official duties as a volunteer on behalf of the Board.

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Legal

A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01

R.C. 3319.303, 3319.36, 3313.53, 3313.539, 3319.39

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